PIH Information Center

HUD PIC

Demolition and Disposition

User Manual
March 2004
Replaces March 2003 Version

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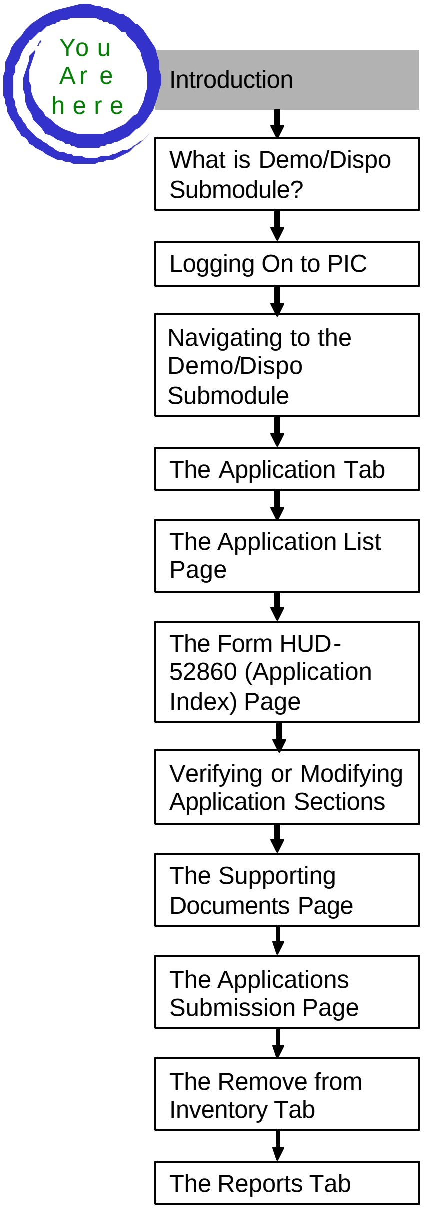
Demolition and Disposition Submodule

1. Introduction



Demolition and disposition (Demo/Dispo) requirements were implemented pursuant to, and in adherence with, Section 18 of the Housing Act of 1937 (the Act), as amended. The U.S. Department of Housing and Urban Development (HUD) has implemented a regulation, 24 CFR Part 970, detailing the administrative steps required to perform Demolition/Disposition to Public Housing Projects in accordance with the Act.

The requirements include:

- Determination of the physical conditions of properties.
- Protection against the loss of valuable public property.
- Oversight of the proper use of federal subsidies and revenues.
- Assessment of owner compliance with business agreements (e.g., charters, use agreements, regulatory agreements, housing contracts).

The **PIC Demo/Dispo Submodule** assists the Special Applications Center (SAC) with its review of the required Demo/Dispo application submissions.

The submodule is easily accessible and an efficient system that allows HUD's program and oversight staff to review electronically submitted Demo/Dispo application submissions on line (electronically) via HUD's Internet site (http://www.hud.gov).

Business Rules

Each submission must pass HUD's business rules in the **Demo/Dispo Submodule** submission prior to submission acceptance. These business rule checks validate the accuracy and completeness of the Demo/Dispo application. Consequently, once a Demo/Dispo application passes the validation process, it is ready for review by the Special Applications Center.

Objectives

In this manual, you will learn to:

- Navigate to the **Demo/Dispo Submodule**.
- Complete a Demolition or Disposition Application.
- Upload Attachments.
- Remove Buildings/Units from the PIC Inventory.
- Generate a Demo/Dispo National Report.

Note: Appendix A contains a quick reference guide for use as a submodule refresher.

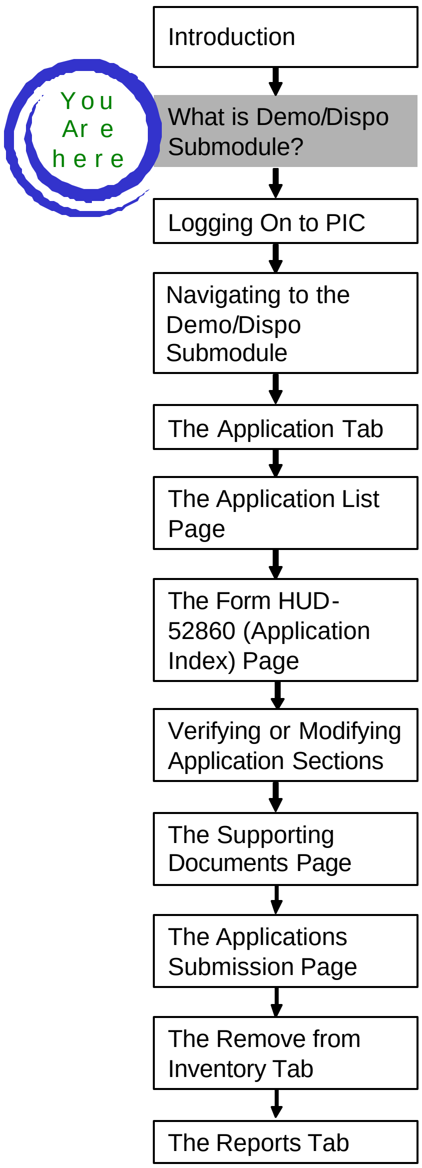
Acknowledgements

The following HUD employees assisted in the creation of the **Demo/Dispo Submodule** documentation:

- Ainars Rodins and SAC staff

Their professional attention to detail, teamwork, and specialized knowledge enhanced the value and clarity of this document.

2. What is Demo/Dispo Submodule?



The **Demo/Dispo Submodule** is an Internet application that offers access to the Demo/Dispo process.

Prior to the development of the **Demo/Dispo Submodule**, applications were submitted via hard-copy format. The HUD Public and Indian Housing (PIH) Office developed this submodule in the PIH Information Center (PIC) to improve the availability of Demo/Dispo data, reduce error rates, and align submission processes with those of other housing projects funded through HUD.

Furthermore, the property information in PIC is used to assess a request by a Housing Authority (HA) to demolish or dispose of an entire development, or a portion of a development, for a variety of reasons.

The submodule enables you to:

- Automatically identify submissions that passed through system thresholds as "acceptable."
- Automatically display submissions to field office staff.
- Display detailed compliance, performance, and unit information.
- Maintain reviewer comments.
- Provide authorized PIC users the ability to allow resubmission of applications.
- Allow HAs, Field Offices, SAC, and Headquarters Users online access to Demo/Dispo applications and schedules.
- Share information with the public after proper approval.

About PIC

PIC is an easily accessible and efficient system that allows HUD's program and oversight staff to review electronically submitted Demo/Dispo application submissions on-line (electronically) via HUD's Internet (http://www.hud.gov).

Submission Process

In the **Demo/Dispo Submodule**, the SAC analyst can review Demo/Dispo submissions for accuracy and compliance. The overall process begins with the HAs.

An HA enters and validates an application in PIC. Once validated, the HA submits the data via PIC to SAC, where the application is processed.

Application processing includes compliance checks in accordance with the Code of Federal Regulations (CFR) and statutes, the Performance Funding Subsidy (PFS), the Capital Funding Program (CFP), and the condition of the property.

The application is then made available to field office analysts who provide input on the condition of the property based on compliance checks and performance indicators. The field office will agree or disagree that the demolition and/or disposition should take place.

3. Logging On to PIC

- Introduction
- What is Demo/Dispo Submodule?
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- The Form HUD-52860 (Application Index) Page
- Verifying or Modifying Application Sections
- The Supporting Documents Page
- The Applications Submission Page
- The Remove from Inventory Tab
- The Reports Tab

You Are here

To access PIC, you need a user ID and password. If you do not have a user ID or password, please contact your **executive director**.

Follow these steps to log on to PIC:

Step	Action/Result
1. Start at http://www.hud.gov.	On the left side of the page, groups of hyperlinks are categorized under headings.
2. Click the **About HUD** hyperlink under the HUD News heading.	The **About HUD** page is displayed. Hyperlinks to HUD's program offices are listed on the right side.
3. Click the **Public/Indian Housing** hyperlink under the HUD Offices heading.	The **PIH** page is displayed. A Quick Find list of items is shown in alphabetical order on the bottom right side of the **PIH Home Page**.
4. Scroll to the "PIC – PIH Information Center" entry (see Figure 3-1).	

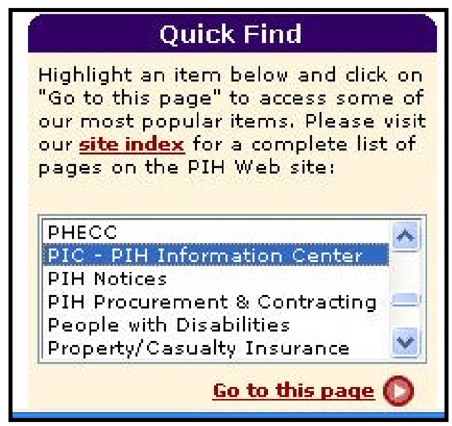

*Figure 3-1: The Quick Find list on the **PIH Home Page**.*

Step	Action/Result
5. Click PIC – PIH Information Center with your mouse pointer.	
6. Click the hyperlink titled **Go to this page**.	The PIH Information Center home page is displayed.
7. Click the hyperlink titled **Logon to PIC**, located in the center of the screen (see Figure 3-2). Or, click the hyperlink titled **Logon to the PIC System** in the Quick Access box.	The PIH Information Center logon screen is displayed.
8. Type in your user ID and password in the boxes on the screen.	If you do not have a user ID or password, please contact your **executive director**.
9. Click the button titled **Logon to PIC** or press the **ENTER** key.	The **PIC Main Navigation** page is displayed.

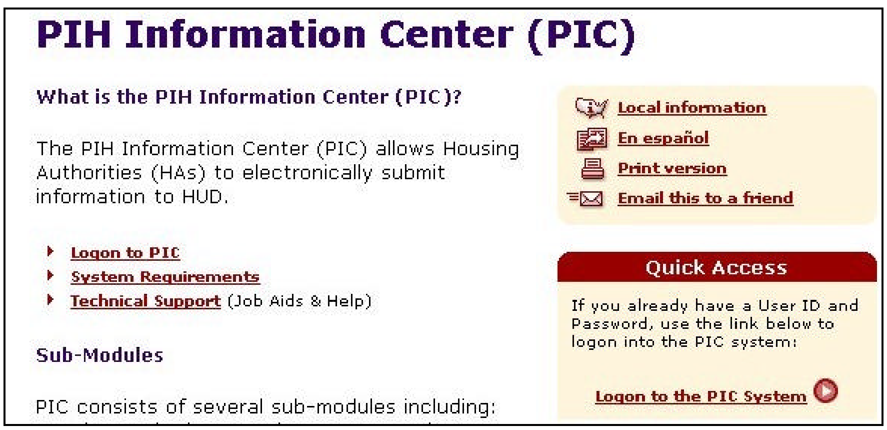

Figure 3-2: The ***PIC Home Page****.*

4. Navigating to the Demo/Dispo Submodule

- Introduction
- What is Demo/Dispo Submodule?
- Logging On to PIC
- You Are here → **Navigating to the Demo/Dispo Submodule**
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- The Form HUD-52860 (Application Index) Page
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- The Remove from Inventory Tab
- The Reports Tab

Follow these steps to access the **Demo/Dispo Submodule** from the **PIC Main Navigation** page:

Step	Action/Result
1. Move your mouse cursor over the **Housing Inventory Module** button.	Three submodules are displayed (see Figure 4-1: • **Housing Authority** • **Development** • **Demolition &Disposition** **Note:** Access to the other submodules depends on the role(s) assigned to you.
2. Click the **Demolition & Disposition** hyperlink.	PIC displays the **Application List** page.

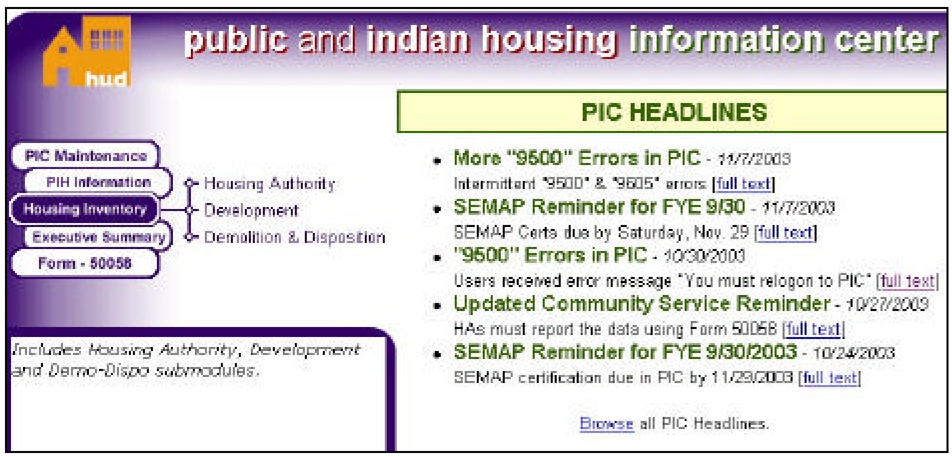
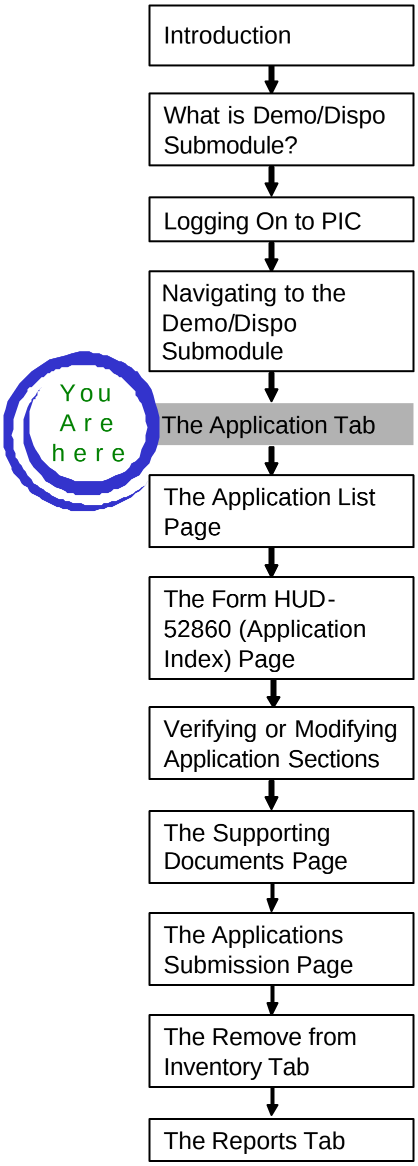


*Figure 4-1: The **PIC Main Navigation** page with the Housing Inventory submodules displayed.*

5. The Application Tab



Upon entering the **Demo/Dispo Submodule** , the first page displayed is the **Application List** page. This is one of several pages contained in the Application tab (see Figure 5-1).

Figure 5-1: The subtabs available in the Application tab.

There are four other pages under the Application tab. They include the:

- **Form HUD-52860 (Application Index)** page
- **Supporting Documents** page
- **Quality Checklist** page
- **Submission** page

Click a subtab to access the page.

6. The Application List Page

The **Application List** page allows you to create an application or select from a list of previously created applications in order to modify or complete them.

Information Presented in an Application List

The Application List is displayed in a table on the **Application List** page. The number of previously created applications contained in the table is displayed above the list (see Figure 6-1).

The table contains the following information:

- Application Number: The entries in this column are hyperlinked. Click an **Application Number** hyperlink to view the information for the selected application.
- Received Date: The date HUD received the application.
- Application Type: See page 6-3 for more information.
- Processor: SAC-Chicago is the only processor currently listed.
- Status: The status of the current application.
- Status Date: The date when the status was assigned.

Records 1 to 3 of 3

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000131	11/14/2002	Demolition	SAC-Chicago	HQ Approved	11/14/2002
DDA0000132		Demolition	SAC-Chicago	Inactive	11/14/2002
DDA0000143	11/18/2002	Demolition	SAC-Chicago	HQ Approved	11/18/2002

Figure 6-1: An example of an Application List.

The table can be sorted in the following ways:

- Click an **Up Arrow** button next to the Application Number column heading to sort the list by alphanumeric order from lowest to highest. This is the default list presentation.
- Click an **Up Arrow** button next to the Application Type or Status column headings to sort the table in alphabetical order from A – Z by the selected topic.
- Click the **Down Arrow** button next to the Received Date and the Status Date column headings to sort the table in chronological order from most recent to least recent.

Note: An Application List Table displays 100 applications at a time. If there are more that 100 application in the list, PIC displays a **Next** hyperlink. Click the hyperlink to view the next 100 records. After clicking the **Next** hyperlink, you can also click the **Previous** hyperlink to go back to the previous page.

The Application List can be narrowed by selecting filters for application types and statuses.

Follow these steps to narrow the application list by application type and status:

Step	Action/Result
1. Select the appropriate application type from the **Application Type** dialog box (see page 6-3 for more information on application types).	
2. Select the appropriate application status from the **Application Status** dialog box (see Figure 6-2).	
3. Click the **Retrieve** button (see Figure 6-3.	The Application List is filtered to display applications based on the selections made from the dialog boxes.

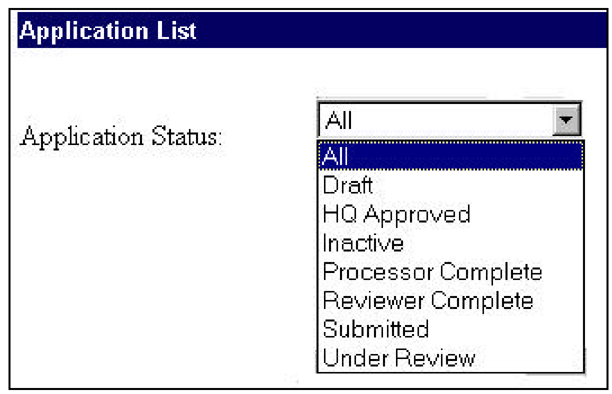


*Figure 6-2: The statuses available in the **Application Status** dialog box.*

*Figure 6-3: The **Retrieve** button.*

Application Types

The different application types (see Figure 6-4) are described below:

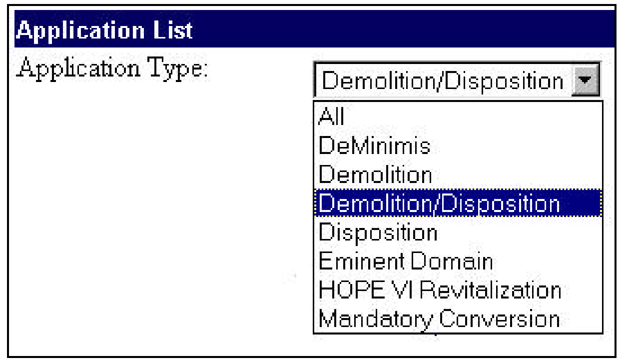


Figure 6-4: The application types available in the ***Application Type*** *dialog box on the Application List page.*

DeMinimis: PHAs may demolish units without submitting an application, when proposing to demolish not more than the lesser of 5 dwelling units or 5% of the total dwelling units owned by the PHA over a 5-year period. This occurs only if the space is used for service or other needs of the public housing residents or the demolished project piece is beyond repair.

Demolition: The destruction, in whole or in part, of one or more permanent buildings of a public housing project.

Demolition/Disposition: The combination of Demolition and Disposition.

Disposition: The conveyance or transfer by the PHA, by sale or other transaction, of any interest in the real estate of a public housing project, subject to the exceptions stated in Sec.970.2.

Eminent Domain: Power of the government to take private property for public use upon compensating the owner.

HOPE VI Revitalization: In a HOPE VI Revitalization, the demolition is not required to meet the provisions of Section 18 of the act or the corresponding regulations, 24 CFR Part 970.

Mandatory Conversion: Revitalization of the property that meets the requirements of reasonable revitalization or a plan for the removal of the property from the PHA inventory.

Other application types include:

Homeownership: Homeownership allows a PHA to sell all, or a portion of, a public housing development to eligible residents or resident organizations, for purpose of homeownership, provided that a homeownership plan has been submitted by the PHA and has been approved by HUD.

Section 32: Makes public housing dwelling units available for purchase by low-income families as their principal residence.

Section 5(h): A PHA may sell all or a portion of a public housing development to eligible residents, as defined under § 906.8 of 24 CFR, for purposes of homeownership, according to a homeownership plan approved by HUD.

The Create an Application Page

Click the **Create Application** hyperlink on the **Application List** page to access the **Create Application** page. It allows HAs to create a Demo/Dispo application.

Note: The **Create Application** hyperlink is available only for users with proper security access role (see Figure 6-5).

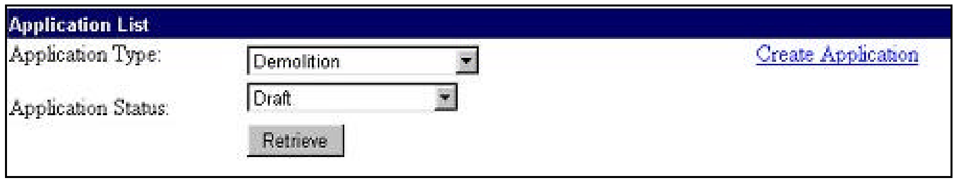


*Figure 6-5: The **Create Application** hyperlink on the **Application List** page.*

Follow these steps to create an application:

Step	Action/Result
1. Click the **Create Application** hyperlink on the **Application List** page.	The **Create Application** page is displayed.
2. Select the appropriate application type from the **Application Type** dialog box.	
3. Select the appropriate primary contact's name from the **Primary Contact's Name** dialog box (see Figure 6-6).	
4. Click the **Create** button to create a new application. You can also click the **Cancel** button (see Figure 6-7).	If you click the **Create** button, PIC displays the **Application List** page. The list contains the new application. If you click **Cancel**, PIC returns you to the previous **Application List** page.

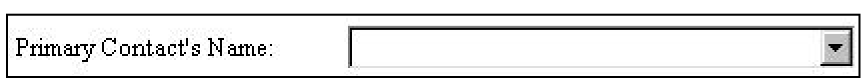


*Figure 6-6: The **Primary Contact's Name** dialog box on the **Create an Application** page.*

*Figure 6-7: The **Cancel** and **Create** buttons on the **Create an Application** page.*

7. The Form HUD-52860 (Application Index) Page

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- The Reports Tab

Click an application number in an Application List to access the **Form HUD-52860** (**Application Index**) page (see Figure 7-1).

The **Application Index** page contains a table that displays the following information:

- Section (of the application)
- Section Type (“Required” or “Not Required”)
- Section Status
- Status Date

Note: The default Section Status for a new application is “Draft.”

Hub:	10HSEA Seattle Hub
Field Office:	0CPH ALASKA COMMUNITY SERVICE CENTER
Field Office HA:	AK001 AHFC
Application:	DDA0000007

Demolition / Disposition Application

Application Type:	Demolition	Processor:	SAC-Chicago
Application Status:	HQ Approved	Status Date:	01/07/2003

Section	Section Type	Status	Status Date
Section 1: General Information	Required	Modified	01/07/2003
Section 2: Long-Term Possible Impact of Proposed Action	Required	Modified	01/15/2003
Section 3: Board Resolution, 24 CFR Part 970.8, Environmental Review, 24 CFR Parts 50 and 58, and Local Government Consultation	Required	Modified	01/07/2003
Section 4: Description of Property 24 CFR Part 970.8 AK001010 PACIFIC TERRACE	Required	Modified	01/07/2003
Section 5: Description of Proposed Action by Project 24 CFR Parts 970.8 970.9 AK001010 PACIFIC TERRACE	Required	Modified	01/08/2003
Section 6: Justification for Demolition and/or Disposition 24 CFR Parts 970.6 and 970.7 AK001010 PACIFIC TERRACE	Required	Modified	01/15/2003
Section 7: Relocation 24CFR Part 970.8 AK001010 PACIFIC TERRACE	Required	Modified	01/13/2003
Section 8: Resident Consultation 24 CFR Parts 970.4 and 970.8 AK001010 PACIFIC TERRACE	Required	Modified	01/13/2003
Section 9: Section 412 Offer of Sale 24 CFR Part 970.13 AK001010 PACIFIC TERRACE	Not Required	Modified	01/13/2003

Figure 7-1: An example of an ***Application Index*** *page.*

You may modify or complete a section within an application by clicking the hyperlinked section entries on the page.

The Add/Remove Development Page

Click the **Add/Remove Development** hyperlink on the **Application Index** page (see Figure 7-2), to access the **Add/Remove Development** page.

Note: The availability of this hyperlink depends on your security access role.

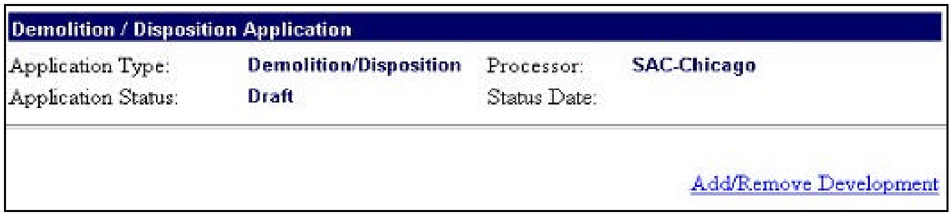

*Figure 7-2: The **Add/Remove** hyperlink on the **Application Index** page.*

The **Add/Remove Development** page enables you to add developments to, or remove developments from, the selected application.

Follow these steps to add a development to an application using the **Add/Remove Development** page:

Step	Action/Result
1. Select the appropriate available development from the **Available Development** dialog box.	**Note:** See Appendix B for instructions on how to move multiple developments from the **Available Development** box to the **Proposed Development** box.
2. Click the **Greater Than Arrow (>)** button to add the selected development to the application (see Figure 7-3).	The development is displayed in the **Proposed Development** dialog box.
3. Click the **Save** button to save the information or the **Cancel** button to undo the addition.	If you click **Save**, PIC returns to the newly modified **Application Index** page. If you click **Cancel**, PIC returns to return to the previous **Application Index** page.

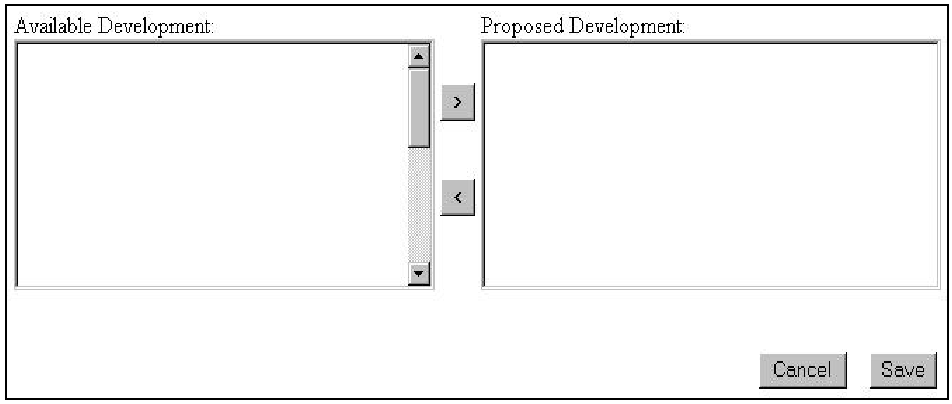

*Figure 7-3: The **Available Development** and **Proposed Development** dialog boxes on the **Add/Remove Developments** page.*

Follow these steps to remove a development from an application using the **Add/Remove Development** page:

Step	Action/Result
1. Select the appropriate proposed development from the **Proposed Development** dialog box.	
2. Click the **Less Than (<) Arrow** button to remove the selected development from the application (see Figure 7-3).	The development is displayed in the **Available Development** dialog box.
3. Click the **Save** button to save the information or the **Cancel** button to undo the removal.	If you click **Save**, PIC returns to the newly modified **Application Index** page. If you click **Cancel**, PIC returns to return to the previous **Application Index** page.

8. Verifying or Modifying Application Sections

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From the **Application Index** page, click on the specific **Section** hyperlink to access an application section.

HAs can access an editable copy of their application **if it has not been submitted to SAC**. A read-only copy of their application is provided after submission.

Contact your SAC reviewer if changes are necessary after the application has been submitted.

For new applications, only sections 1-3 will be hyperlinked. Sections 4-9 will not be active until sections 1- 3 have been completed and one or more developments have been added to the application (see Figure 8-1).

Section	Section Type	Status	Status Date
Section 1: General Information	Required	Not Started	08/26/2002
Section 2: Long-Term Possible Impact of Proposed Action	Required	Not Started	08/26/2002
Section 3: Board Resolution, 24 CFR Part 970.8, and Environmental Review, 24 CFR Parts 50 and 58	Required	Not Started	08/26/2002
Section 4: Description of Property 24 CFR Part 970.8	Required	Not Started	08/26/2002
Section 5: Description of Proposed Action by Project 24 CFR Parts 970.8 970.9	Required	Not Started	08/26/2002
Section 6: Justification for Demolition and/or Disposition 24 CFR Parts 970.6 and 970.7	Required	Not Started	08/26/2002
Section 7: Relocation 24 CFR Part 970.8	Required	Not Started	08/26/2002
Section 8: Resident Consultation 24 CFR Parts 970.4 and 970.8	Required	Not Started	08/26/2002
Section 9: Section 412 Offer of Sale 24 CFR Part 970.13	Required	Not Started	08/26/2002

Delete Application

*Figure 8-1: The Section table on the **Application Index** page.*

Note: Sections 1-3 cover all developments within an application. Sections 4-9 have entries for each individual development in the application.

The following pages describe the information presented in each section of an application, and how to edit it before the application is submitted for approval.

Section 1

Click the **Section 1: General Information** hyperlink on the **Application Index** page to access Section 1 data.

This section enables you to:

- Read the Demo/Dispo application statement.
- Verify that the pre-populated Public Housing Authority contact information is correct.

After reviewing the statement and verifying the contact information, click the **Return to Application Index** hyperlink to return the **Application Index** page (see Figure 8-2).

Section 1: General Information

Public reporting burden for this collection of information is estimated to average 16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required to request permission to demolish or sell all or portion of a development (i.e., dwelling units, non-dwelling property or vacant land) owned and operated by a Housing Authority. The information requested in the application is based on requirements of Section 18 of the United States Housing Act of 1937, as amended and 24 CFR Part 970. HUD will use the information to determine whether, and under what circumstances, to permit HAs to demolish or sell all or a portion of a public housing development. Responses to the collection of information are statutory and regulatory to obtain a benefit. Approval of this application does not substitute approval for funding of the demolition or disposition action. The information requested does not lend itself to confidentiality.

Modify Section 1

1. Housing Authority: 2. Date of Application: **Generated by the system upon submission.**

3. Address:
City/Locality:
State: Zip Code:
4. Phone No: Ext. 0 Fax No:
Email Address:

5. Executive Director's Name:
Phone No: Ext. 0 Fax No:
Email Address:

6. Primary Contact's Name:
Phone No: Ext. Fax No:
Email Address:

Return to Application Index

* Designates a required field.

Figure 8-2: An example of the Section 1 display.

Modifying Section 1

Follow these steps to modify the primary contact information displayed on the page:

Step	Action/Result
1. Click the **Modify Section 1** hyperlink. If you do not have access this hyperlink, please contact your **PIC coach**.	
2. Select the appropriate primary contact's name from the **Primary Contact's Name** dialog box.	
3. Click the **Save** button to save the information or the **Cancel** button to undo the modifications.	If you click **Save**, the application is modified. This is reflected in the "Status" column of the **Application Index** page (see Figure 8-3). If you click **Cancel**, the application is not changed and PIC returns to the **Application Index** page.

Section	Section Type	Status	Status Date
Section 1: General Information	Required	Modified	07/30/2003
Section 2: Long-Term Possible Impact of Proposed Action	Not Required	Not Started	07/30/2003

Figure 8-3: The Section table on the Application Index page after Section 1 has been modified.

The **Demo/Dispo Submodule** generates its primary contact information by interfacing with the **Housing Authority Submodule**. If the primary contact information is wrong in Section 1, it must be changed in the **Housing Authority Submodule** first.

Note: Only certain HA information may be edited in the **Housing Authority Submodule**. You may update the HA name, HA address, HA telephone number, fax number, email address, the **HA executive director** Information, and the primary contact information.

Section 2

Click the **Section 2: Long-Term Possible Impact of Proposed Action** hyperlink on the **Application Index** page to access Section 2 data.

This section displays the amount of Performance Funding Subsidy (PFS) and Capital funding the HA received in a selected fiscal year (see Figure 8-4).

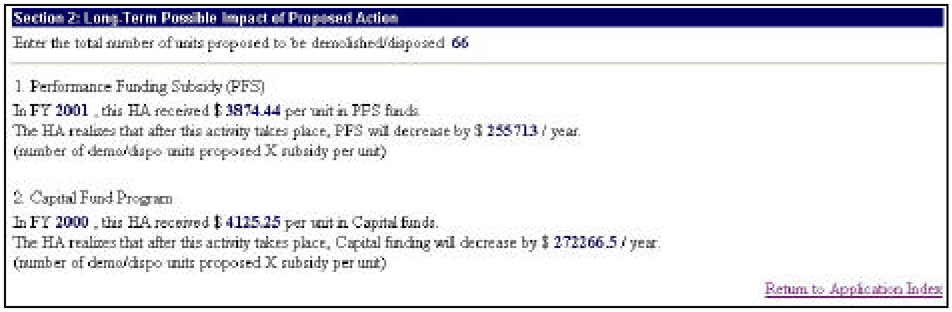


Figure 8-4: The Section 2 display

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

Modifying Section 2

If the application has not been submitted, HAs can edit the Section 2 information. Follow these steps:

Step	Action/Result
1. Click the **Modify Section 2** hyperlink.	A modifiable section of the application is displayed.
2. Enter the total number of units proposed in the **Units Proposed to be Demolished/Disposed** text box (see Figure 8-5).	
3. Select the appropriate Fiscal Year from the **Performance Funding Subsidy** FY dialog box.	
4. Enter the exact amount received by the HA per unit in the **Performance Funding Subsidy $** text box.	
5. Select the appropriate fiscal year from the **Capital Fund Program FY** dialog box.	
6. Enter the exact amount received by the HA per unit in the **Capital Fund Program $** text box.	

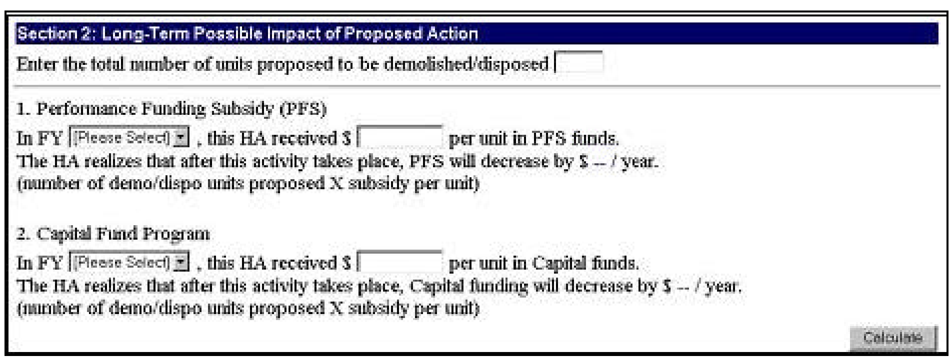


*Figure 8-5: The **Modify Section 2** page.*

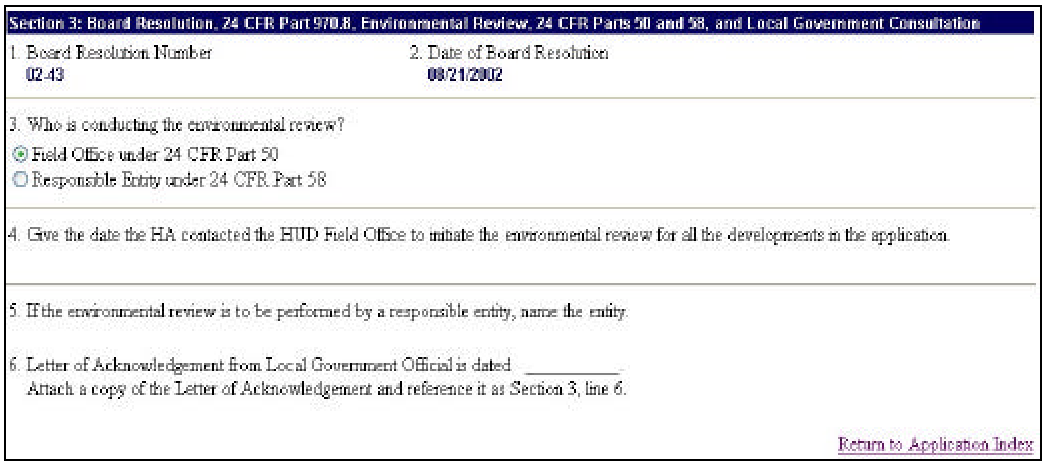
Step	Action/Result
7. Click the **Calculate** button.	The decrease in Performance Funding Subsidy and Capital Funds per year will be automatically calculated and will appear next to the **Performance Funding Subsidy $** and **Capital Fund Program $** text boxes.
8. Click the **Save** button to save the information or **Cancel** to undo the edits.	If you click **Save**, the application is modified. This is reflected in the "Status" column of the **Application Index** page. If you click **Cancel**, the application is not changed and PIC returns to the **Application Index** page.

Section 3

Click the **Section 3: Board Resolution, 24 CFR Part 970.8, Environmental Review, 24 CFR Parts 50 and 58, and Local Government Consultation** hyperlink on the **Application Index** page to access the Section 3 data.

This section displays the following sections (see Figure 8-6):

- Board Resolution 24 CFR Part 970.8
- Environmental Review information 24 CFR Parts 50 and 58
- Local Government Consultation



Section 3: Board Resolution, 24 CFR Part 970.8, Environmental Review, 24 CFR Parts 50 and 58, and Local Government Consultation

1. Board Resolution Number
   02-43

2. Date of Board Resolution
   08/21/2002

3. Who is conducting the environmental review?
   - (selected) Field Office under 24 CFR Part 50
   - Responsible Entity under 24 CFR Part 58

4. Give the date the HA contacted the HUD Field Office to initiate the environmental review for all the developments in the application.

5. If the environmental review is to be performed by a responsible entity, name the entity.

6. Letter of Acknowledgement from Local Government Official is dated __________
   Attach a copy of the Letter of Acknowledgement and reference it as Section 3, line 6.

Return to Application Index

Figure 8-6: The Section 3 display.

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

Modifying Section 3 Information

If the application has not been submitted, HAs can edit the Section 3 information. Follow these steps to edit the data:

Step	Action/Result
1. Click the **Modify Section 3** hyperlink.	A modifiable section of the application is displayed.
2. Enter the appropriate **Board Resolution Number** in the line item 1 text box.	This completes line item 1.
3. Click the **Attach Document** hyperlink to attach a copy of the Board Resolution. Reference it as Section 3, line 2.	
4. Enter the **Date of Board Resolution** in the line item 2 text box. Use the MM/DD/YYYY format.	This completes line item 2.
5. Click the appropriate option button in line item 3 to answer "**Who is conducting the environmental review?**" There are two choices: • Field Office under 24 CFR Part 50 • Responsible Entity under CFR Part 58	This completes line item 3. **Note:** The HA is prohibited from using responsible entities if they are applying for a HOPE VI-funded demolition.

Note: Refer to page 9-1 for more information on how to attach documents.

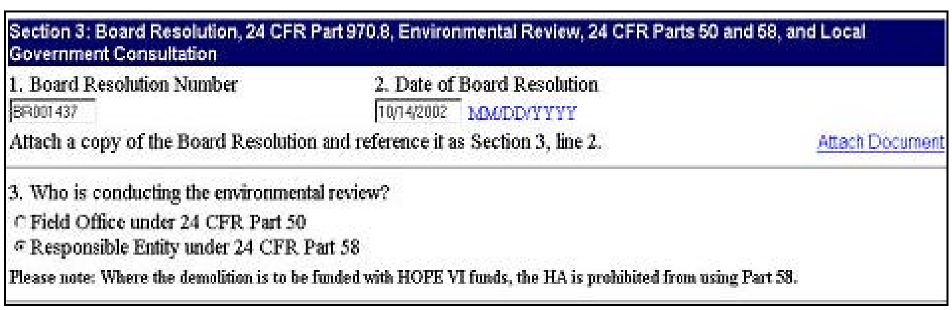


Figure 8-7: Line items 1, 2, and 3 of the ***Modify Section 3*** *page.*

Step	Action/Result
6. Enter the date the HA contacted the field office to initiate the environmental review in the line item 4 text box. The date should cover all of the developments included in the application. Use the MM/DD/YYYY format.	This completes line item 4.
7. Enter the name of the responsible entity performing the environmental review in the line item 5 text box. (Only applicable if the **Responsible Entity** option button is selected in line item 3.)	This completes line item 5.
8. Enter the date of the **Local Government Official's Letter of Acknowledgement** in the line item 6 text box. Use the MM/DD/YYYY format (see Figure 8-8).	
9. Click the **Attach Document** hyperlink to attach a copy of the letter. Reference it as Section 3, Line 6.	This completes line item 6.
10. Click the **Save** button to save the information or the **Cancel** button to undo the edits.	If you click **Save**, the application is modified. This is reflected in the "Status" column of the **Application Index** page. If you click **Cancel**, the application is not changed and PIC returns to the **Application Index** page.

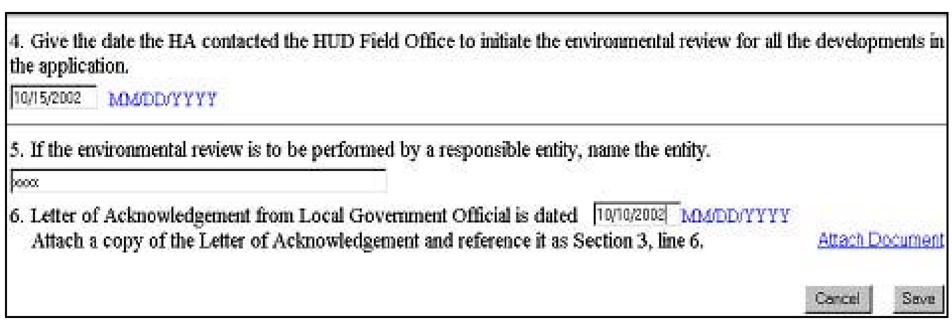


*Figure 8-8: Line items 4, 5, and 6 of the **Modify Section 3** page.*

Section 4

Click a **Development** hyperlink under the Section 4 heading on the **Application Index** page to access Section 4 data (see Figure 8-9).

Section 4: Description of Property 24 CFR Part 970.8
IL001002 JOHN ROBINSON HOMES
IL001012 EMERSON APTS

*Figure 8-9: An example of the **Development** hyperlinks under Section 4 of an **Application Index** page.*

This page contains the following information:

- Description of Property 24 CFR Part 970.8
- Existing Unit Distribution

The Description of Property data contains 11 line items (see Figure 8-10).

Section 4: Description of Property 24 CFR Part 970.8			
1. Development Name:	JOHN ROBINSON HOMES	2. Development Number:	IL001002
3. Date of Full Availability:	12/01/1942	4. No. of Residential Buildings:	16
5. No. of Non-Residential Buildings:	1	6. Date Constructed:	
7. Scattered Site:	N		
8. Single Family Houses:		Duplexes:	
3-Plexes:		4-Plexes:	
Other:			
9. Row House:	132	Walk-Up:	0
High Rise:	0		
11. Total Acres of the Development:	5.63		
			Return to Application Index

Figure 8-10: An example of the Section 4 Description of Property 24 CFR Part 970.8.

The Existing Unit Distribution data is displayed in a table (see Figure 8-11). The data is pulled from **Development Submodule** in PIC.

Existing Unit Distribution

	Family Units	Elderly Units	Total Units Being Used for Non-Dwelling Purposes	Merged Units	Total Existing Units	Approved Units yet to be Removed	Total Adjusted Units
0 Bdrm	0	0	0	0	0	0	0
1 Bdrm	28	0	0	0	28	10	18
2 Bdrms	60	0	0	0	60	16	44
3 Bdrms	36	0	0	0	36	20	16
4 or more Bdrms	8	0	0	0	8	4	4
Total	132	0	0	0	132	50	82

Figure 8-11: An example of the Existing Unit Distribution table in Section 4.

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

Modifying Section 4 Information

If the application has not been submitted, HAs can edit the Description of Property information. Follow these steps to edit the data:

Step	Action/Result
1. Click the **Modify Section 4** hyperlink.	A modifiable section of the application is displayed. It contains the pre-populated description of property information.
2. Enter the correct information in the **Single Family Houses**, **Duplexes**, **3-Plexes**, **4-Plexes**, and **Other** text boxes.	This populates line item 8.
3. Enter the correct information in the **Total Acres of the Development** text box. (This text box goes out 2 decimal places.)	This populates line item 11.
4. Click the **Save** button to save the information or the **Cancel** button to undo the edits.	If you click **Save**, the application is modified. This is reflected in the "Status" column of the **Application Index** page. If you click **Cancel**, the application is not changed and PIC returns to the **Application Index** page.

Note: The **Demo/Dispo Submodule** does not offer the functionality to edit the information presented in the Existing Unit Distribution table. The data is generated by interfacing with the **Development Submodule** in PIC. Please contact your field office if a unit is not in the **Development Submodule**.

Section 5

Click a **Development** hyperlink under the Section 5 heading on the **Application Index** page to access Section 5 data for the selected development.

This section includes 12 line items that describe the proposed project in detail.

Modifying Section 5

If the application has not been submitted, HAs can edit the Section 5 information.

Note: Contact your SAC reviewer if changes are necessary after the application has been submitted.

Follow these steps to edit Section 5 data:

Step	Action/Result
1. Click the **Modify Section 5** hyperlink.	A modifiable section of the application is displayed.
2. Enter the correct information in the dialog and text boxes provided.	
3. Click the **Save** button to save the information or the **Cancel** button to undo the edits.	If you click **Save**, the application is modified. This is reflected in the “Status” column of the **Application Index** page. If you click **Cancel**, the application is not changed and PIC returns to the **Application Index** page.

The following pages of this manual describe each line item, and how to edit them (if necessary).

Section 5: Line Item 1

Applications in which all of the units at a building entrance are being proposed for removal are handled separately from those in which a portion of the units are being proposed.

Line item 1, **Proposed Action By Building Type,** may only be used for building entrances in which all units are being proposed in the same year for the same action code.

Follow these steps if you are proposing action by building entrances:

Step	Action/Result
1. Click the **Modify Section 5** hyperlink.	A modifiable section of the application is displayed.
2. Enter the calendar year in which the proposed building entrance will be demolished and/or disposed in the **Calendar Year** text box (see Figure 8-12).	**Note:** Within an application, when a building entrance is proposed, it is immediately removed from the list of building entrances available by units. A calendar year must be included for each building being proposed for demolition/disposition.

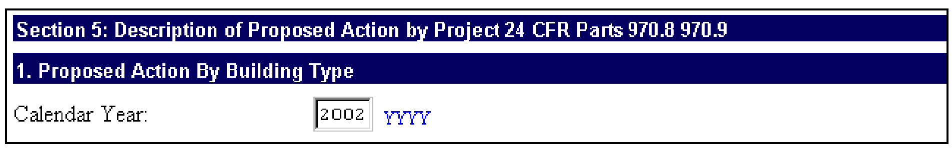


*Figure 8-12: The **Calendar Year** text box on the **Modify Section 5** page.*

Step	Action/Result
3. Select the appropriate available building entrance from the **Available Buildings** dialog box.	**Note:** See Appendix B for instructions on how to move multiple buildings from the **Available Buildings** dialog box to the **Proposed Buildings** dialog box.
4. Click the **Greater than Arrow (>)** button (see Figure 8-13) for the intended action.	The selected available building will be moved to the **Proposed Buildings** dialog box.

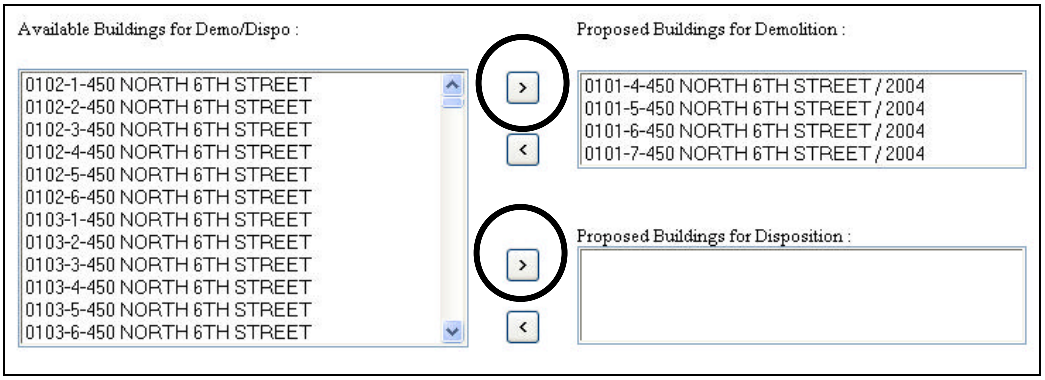


*Figure 8-13: The **Available Buildings** and the **Proposed Buildings** dialog boxes on the **Modify Section 5** page.*

Section 5: Line Item 2

Line item 2, **Proposed Action By Unit Type**, may be used to make selections by unit. If all of the units at a building entrance are moved to the **Proposed Action by Unit Type** dialog box under Part 2, the selection of the building entrance will automatically revert to Part 1.

Follow these steps to propose action by unit type:

Step	Action/Result
1. Select the appropriate building number from the **Building Number(s)** dialog box (see Figure 8-14). **Note:** If a building is proposed in a Demo/Dispo application or removed from inventory, it will not appear in the dropdown.	
2. Enter the calendar year in which the proposed unit will be demolished or disposed in the **Calendar Year** text box.	
3. Select the appropriate available unit in the **Available Units** dialog box.	**Note:** See Appendix B for instructions on how to move multiple units from the **Available Units** dialog box to the **Proposed Units** dialog box.
4. Click the **Greater than Arrow** button (>).	The selected available unit will be moved to the **Proposed Units** dialog box.

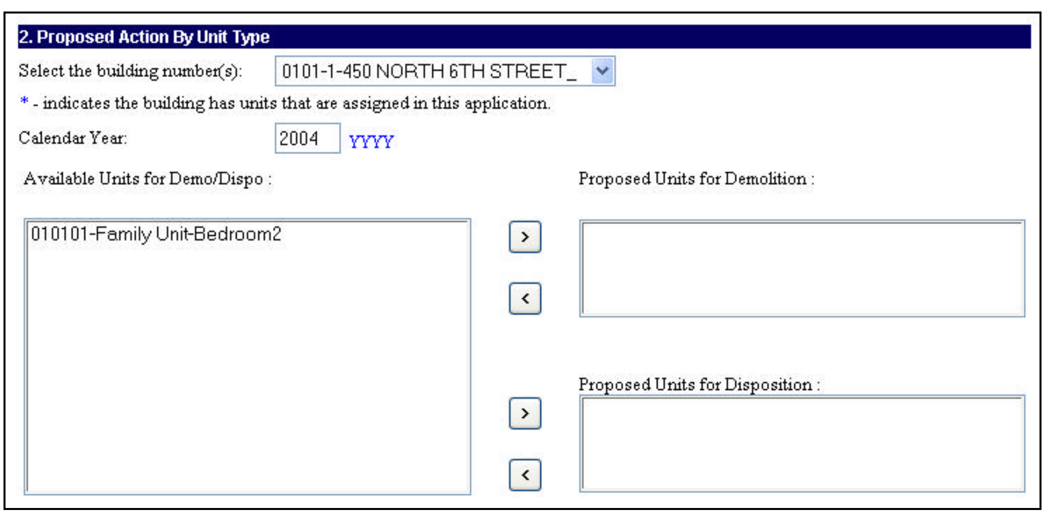


*Figure 8-14: Line item 2 on the **Modify Section 5** page.*

Section 5: Line Items 3 and 4

Follow these steps to fill out line items 3 and 4 of Section 5:

Step	Action/Result
1. Enter the calendar year when the proposed action for non-residential inventory will take place in the **Acres included in the Proposed Disposition Calendar Year** text box.	
2. Enter the number of proposed acres in the **Number of Acres** text box.	This completes line item 3. **Note:** The HUD data systems track this in acres. The system recognizes up to two decimal places (1234.56).
3. Enter the calendar year when the proposed action for non-residential inventory will take place in the **Buildings included in the proposed disposition Calendar Year** text box.	
4. Enter the number of buildings in the **Number of Non-Residential Buildings** text box.	This completes line item 3.
5. Click the **Attach Document hyperlink to i**nclude a site map as an attachment.	This completes line item 4.

Note: A site map is critical in examining partial Demo/Dispo requests. Please mark clearly the units and buildings proposed for demolition or disposition on the site map.

A copy of a site map for each development must be attached to the application form. Refer to page 9-1 for more information on how to attach documents.

Section 5: Line Items 5 and 6

Follow these steps to fill out line items 5 and 6 of Section 5:

Step	Action/Result
1. Use the text box provided (see Figure 8-15) to enter the project debt estimate if this is a Disposition application (Disposition Only). Provide the estimate of debt for each development in the application. If you do not know the debt, the SAC reviewer will get it from other resources.	This completes line item 5.
2. Click the **Attach Document** hyperlink to upload an attachment providing building number(s) or the building name(s) of the building(s) to be demolished or disposed of, if this is a partial demolition/disposition. Reference it as Section 5, line 6. In this attachment, the HA should explain why it selected the particular units and buildings to be demolished in the case of partial demolition. For example, in the case of demolition of a section of the development, clearly explain why the HA is proposing to demolish this section over another.	This completes line item 6. After the partial demolition application is approved by the SAC, the HA cannot change units in the approval without HUD's approval.

Note: Refer to page 9-1 for more information on how to attach documents.

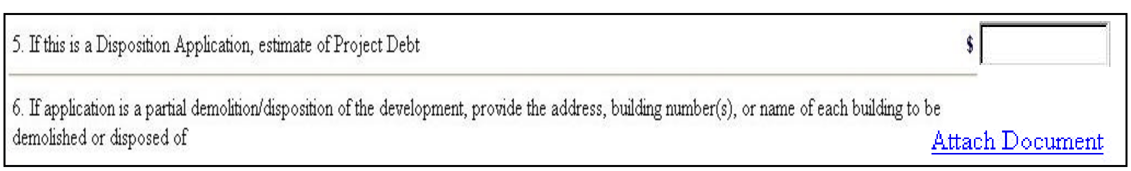


*Figure 8-15: Line items 5 and 6 on the **Modify Section 5** page.*

Section 5: Line Items 7 and 8

Follow these steps to fill out line items 7 and 8 of Section 5:

Step	Action/Result
1. Click the **Attach Document** hyperlink to attach the legal description of each parcel of land if the application is for the disposition of vacant land.	This completes line item 7.
2. Use the text box provided (see Figure 8-16) to enter the appraised value determined by an independent appraisal, if this is a disposition application. **Note:** The estimated sale price must be based on an appraisal. A copy of the appraisal must be included in the application. This requirement is only for a Disposition or a Demo/Dispo application.	This completes line item 8.

Note: Refer to page 9-1 for more information on how to attach documents.

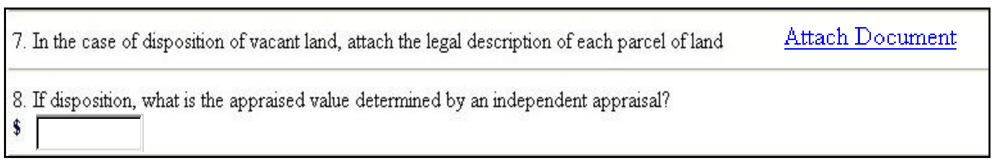


Figure 8-16: Line items 7 and 8 on the ***Modify Section 5*** *page.*

Section 5: Line Item 9

Line item 9 applies to Disposition or Demo/Dispo applications only.

Follow these steps to fill out line item 9 of section 5:

Step	Action/Result
1. Click the check box that describes the proposed disposition (see Figure 8-17). Check all boxes that apply. The following choices are available: • A. Disposition at Fair Market Value via Public Sale • B. Negotiated Sale • C. Sale at Less than Fair Market Value	**Note:** If a HA selects "Negotiated Sale" as the method of disposition, it must specify the disposition cost as either fair market value (FMV) or less than FMV. Choose "B" if the cost is FMV and choose "C" if the cost is less than FMV.
2. Click the **Attach Document** hyperlink to attach a document that provides a justification if choices B and/or C are selected. Reference it as Section 5, line 9.	This completes line item 9.

Note: Refer to page 9-1 for more information on how to attach documents.

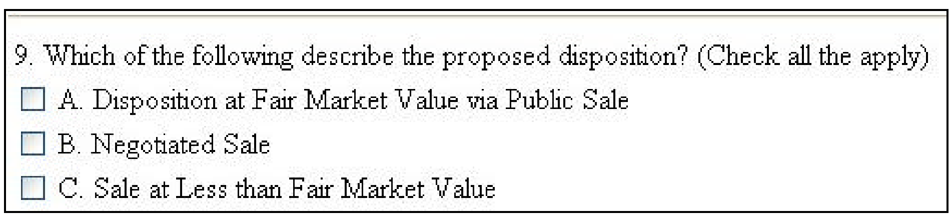


Figure 8-17: Line item 9 on the ***Modify Section 5*** *page.*

Click the following link and scroll to 24 CFR Part 970 (a) of the regulations for guidance on the justification for a negotiated sale:
http://www.access.gpo.gov/nara/cfr/waisidx_01/24cfr970_01.html

Section 5: Line Items 10 and 11

Follow these steps to complete line items 10 and 11 of Section 5.

Step	Action/Result
1. Enter the **Estimated Sales Price**, **Debt**, and **Cost & Fees** in the respective text boxes (see Figure 8-18). If you do not know if there is still outstanding debt, contact your local HUD servicing office. The Center will update the debt amount at the time of application review.	The **Estimated Net Proceeds** text box will populate automatically. This completes line item 10. Refer to 24 CFR Part 970.9(b) for more information. Determination of net proceeds for scattered sites are calculated differently, see 24 CFR Part 970.9 (c).
2. Click the **Attach Document** hyperlink to attach a document that provides an estimate of gross and net proceeds of the sale (see the next page for a description of this attachment).	
3. Click the option button that either confirms (**Yes**) or denies (**No**) the following statement: *The HA requests a waiver for the requirement to repay the projected debt.*	This completes line item 11.

Note: The HA's first priority is to retire outstanding debt with the proceeds of sale unless waived by the Department. If an HA has bonded debt that cannot be forgiven, proceeds must be used to make payment on the remaining debt. If the HA has proceeds after payment of debt, its second priority is to ensure that those proceeds are used for the provision of housing assistance to low-income families, e.g., the modernization of another development or building low-income housing.

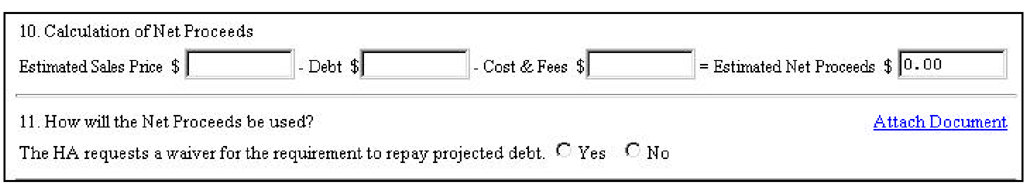


Figure 8-18: Line items 10 and 11 of the ***Modify Section 5*** *page.*

Attachment Description

For the attachment in Section 5, line item 11, give a detailed specification of how the proceeds will be used if the HA anticipates remaining funds after paying the debt and/or related expenses (e.g., relocation, sales costs, etc.). Use of proceeds must be approved by HUD.

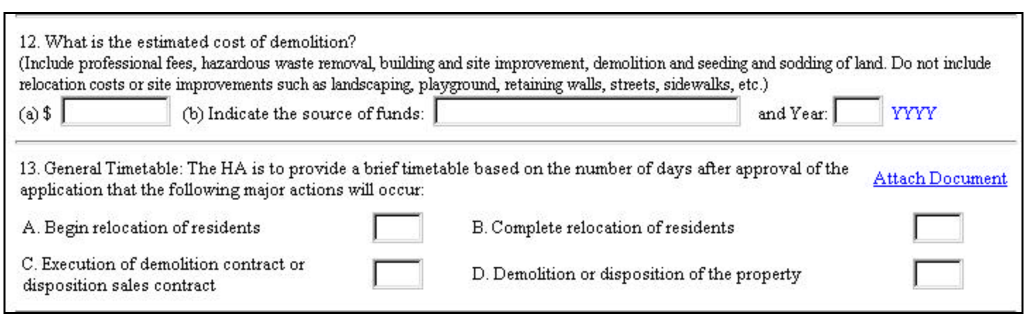
The activities proposed should generally relate to housing services and should be approvable under the Comprehensive Improvement Assistance Program (CIAP) and the Capital Fund program.

Section 5: Line Items 12 and 13

Line items 12 and 13 apply to Demolition or Demo/Dispo applications only.

Follow these steps to complete line items 12 and 13 of Section 5:

Step	Action/Result
1. Enter the estimated cost of demolition in the **(a) $** text box.	
2. Enter the source of funds that will pay for the demolition in the **(b) Indicate source of funds** text box. Identify the source(s) of funding for the demolition or disposition (e.g., modernization, vacancy reduction, etc.)	
3. Enter the year the funds source is available for (see Figure 8-19) in the **and Year** text box.	This completes line item 12.
4. Provide a brief timetable based on the number of days after approval of the application that the following major actions will occur: • Begin relocation of residents • Complete relocation of residents • Execution of demolition or disposition sales contract • Demolition or disposition of the property	This completes line item 13.



12. What is the estimated cost of demolition?
(Include professional fees, hazardous waste removal, building and site improvement, demolition and seeding and sodding of land. Do not include relocation costs or site improvements such as landscaping, playground, retaining walls, streets, sidewalks, etc.)
(a) $ (b) Indicate the source of funds: and Year: YYYY

13. General Timetable: The HA is to provide a brief timetable based on the number of days after approval of the application that the following major actions will occur: Attach Document

A. Begin relocation of residents
B. Complete relocation of residents
C. Execution of demolition contract or disposition sales contract
D. Demolition or disposition of the property

Figure 8-19: Line items 12 and 13 of the ***Modify Section 5*** *page.*

Section 6

Click a **Development** hyperlink under the Section 6 heading of the **Application Index** page to access Section 6 data.

This section presents the rationale for the proposed demolition or disposition. It is split up into three main sections:

- Demolition Rationale
- Disposition Rationale
- Application Calculation Tables

For the rationale sections, the reason for the proposed action will be check marked.

If the application is for a demolition based on the obsolescence of units or buildings, the application calculation section is filled out as well.

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

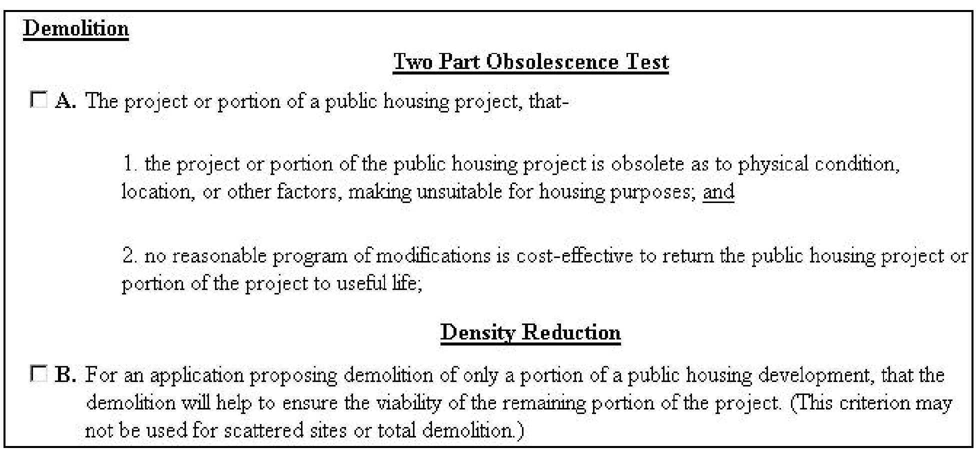
Modifying Section 6 Information for Demolition Applications

If the application has not been submitted, HAs can edit the Section 6 information.

Note: Complete Section 5 prior to Section 6 to ensure the proposed units information is captured for Total Development Cost (TDC) calculation and occupancy information.

Follow these steps to edit Section 6 data:

Step	Action/Result
1. Click the **Modify Section 6** hyperlink.	A modifiable section of the application is displayed.
2. Click the check box next to the appropriate justification for demolition (see Figure 8-20).	**Note:** If justification is based upon obsolescence of the units/buildings, complete the applicable calculation for the units proposed for demolition (see the next page for more information).
3. Click the **Save** button to save the information or the **Cancel** button to undo the edits.	If you click **Save**, the application is modified. This is reflected in the "Status" column of the **Application Index** page. If you click **Cancel**, the application is not changed and PIC returns to the **Application Index** page.



Demolition

Two Part Obsolescence Test

☐ **A.** The project or portion of a public housing project, that-

1. the project or portion of the public housing project is obsolete as to physical condition, location, or other factors, making unsuitable for housing purposes; and

2. no reasonable program of modifications is cost-effective to return the public housing project or portion of the project to useful life;

Density Reduction

☐ **B.** For an application proposing demolition of only a portion of a public housing development, that the demolition will help to ensure the viability of the remaining portion of the project. (This criterion may not be used for scattered sites or total demolition.)

*Figure 8-20: The Demolition Rationale part of the **Modify Section 6** page.*

The demolition application must demonstrate to HUD that the cost of rehabilitation compared with the cost guidelines for that development (i.e., 90% of TDC) is excessive or unreasonable.

Follow these steps to complete the rehabilitation cost test:

1. Click the **Attach Document** hyperlink to provide an attachment supporting all the applicable conditions. Reference it as section 6, line 1.	
2. Enter the HUD Notice number in the **Based on HUD Notice** text box.	
3. Select the appropriate locality from the **For Locality** dialog box (see Figure 8-21).	
4. Enter the appropriate amount in the **Estimated Cost of Rehabilitation $** text box.	
5. Click the **Retrieve TDC per Unit** button.	The TDC table populates with existing data. Examine the TDC per Unit information based on the selected HUD notice and locality. Compare the TDC to the estimated cost of the rehabilitation. Also, review the Units information from the data collected in Section 5 of the application.

Note: Refer to page 9-1 for more information on how to attach documents.

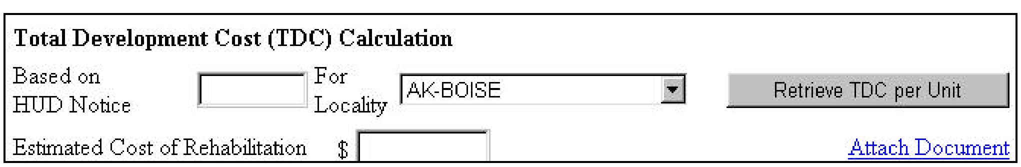


Figure 8-21: The TDC Calculation part of the ***Modify Section 6*** *page.*

Step	Action/Result
6. Enter the **Units vacant for less than 12 months** and the **Units vacant for more than 12 months** information requested in the Occupancy table (see Figure 8-22).	The **Total Vacant Units** and **Total Units Occupied and Vacant** columns populate automatically.
7. Click the **Save** button to save the information or the **Cancel** button to undo the edits.	If you click **Save**, the application is modified. This is reflected in the “Status” column of the **Application Index** page. If you click **Cancel**, the application is not changed and PIC returns to the **Application Index** page.

5. Occupancy Information as of the date of the application.

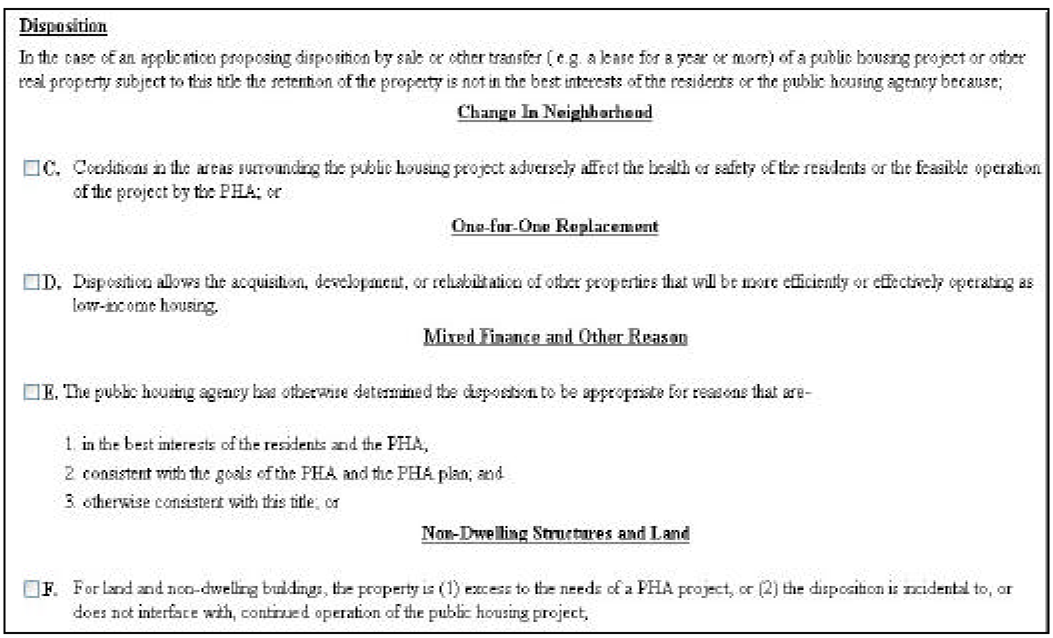
Unit Type	Occupied Units	Units Vacant for less than 12 months	Units Vacant for more than 12 months	Total Vacant Units	Total Units Occupied and Vacant
0 -Bdrm	0			0	0
1 -Bdrm	1			3	4
2 -Bdrm	3			3	6
3 -Bdrm	4			6	10
4 -Bdrm	4			0	4
5 + Bdrm	0			0	0
Total:	12			12	24

*Figure 8-22: The **Units vacant for less than 12 months** and the **Units vacant for more than 12 months** text boxes on the **Modify Section 6** page.*

Modifying Section 6 Information for Disposition Applications

Follow these steps to modify Section 6 for disposition applications:

Step	Action/Result
1. Click the **Modify Section 6** hyperlink.	A modifiable section of the application is displayed.
2. Click the check box next to the appropriate justification for disposition (see Figure 8-23).	
3. Click the **Save** button to save the information or the **Cancel** button to undo the edits.	If you click **Save**, the application is modified. This is reflected in the "Status" column of the **Application Index** page. If you click **Cancel**, the application is not changed and PIC returns to the **Application Index** page.



Disposition

In the case of an application proposing disposition by sale or other transfer (e.g. a lease for a year or more) of a public housing project or other real property subject to this title the retention of the property is not in the best interests of the residents or the public housing agency because;

Change In Neighborhood

☐ C. Conditions in the areas surrounding the public housing project adversely affect the health or safety of the residents or the feasible operation of the project by the PHA; or

One-for-One Replacement

☐ D. Disposition allows the acquisition, development, or rehabilitation of other properties that will be more efficiently or effectively operating as low-income housing.

Mixed Finance and Other Reason

☐ E. The public housing agency has otherwise determined the disposition to be appropriate for reasons that are-

1. in the best interests of the residents and the PHA;
2. consistent with the goals of the PHA and the PHA plan; and
3. otherwise consistent with this title; or

Non-Dwelling Structures and Land

☐ F. For land and non-dwelling buildings, the property is (1) excess to the needs of a PHA project, or (2) the disposition is incidental to, or does not interface with, continued operation of the public housing project;

Figure 8-23: The Disposition Rationale part of the ***Modify Section 6*** *page.*

Section 7

Click a **Development** hyperlink under the Section 7 heading on the **Application Index** page to access Section 7 data.

This section (see Figure 8-24) presents all information regarding tenant relocation activities that will result from the proposed demolition/disposition.

Section 7: Relocation 24 CFR Part 970.8

1. How many individuals will be affected by this action?

2. How will counseling and advisory services be provided?
Provide an attachment explaining and referencing it as **Section 7, line 2.** Attach Document

3. What housing resources are expected to be used for relocation?
☐ Other Public Housing ☐ Section 8 ☐ Other
Provide an attachment explaining and referencing it as **Section 7, line 3.** Attach Document

	Per Unit Cost x	**No. of Units =**	**Total***
4. Estimated cost of counseling and advisory services	$		$ 0
5. Estimated cost of moving expenses	$		$ 0
6. Total cost of relocation expenses			$ 0

* All the totals are calculated.

7. What sources of funding will be used to pay for relocation activities?
☐ Operating Funds ☐ Capital Fund ☑ CIAP ☐ HOPE VI ☐ Other
Provide an attachment explaining and referencing it as **Section 7, line 7.** Attach Document

8. Has the HA provided residents with a general information notice advising them of the possible affects of proposed action? ○ Yes ○ No
Provide an attachment explaining and reference it as **Section 7, line 8.** Attach Document

9. How many days in advance of actual relocation will the HA issue a notice of eligibility to each family to be affected by the relocation?

Cancel Save

Figure 8-24: An example of the Section 7 display.

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

Modifying Section 7 Information

If the application has not been submitted, HAs can edit the Section 7 information.

Follow these steps:

Step		Action/Result
1.	Click the **Modify Section 7** hyperlink.	A modifiable section of the application is displayed.
2.	Enter the number of individuals affected by the demolition/disposition in the line 1 text box.	This completes line item 1.
	Click the line 2 **Attach Document** hyperlink to provide an attachment explaining how counseling and advisory services will be provided. Reference it as Section 7, line 2.	This completes line item 2.
3.	Click the appropriate **Housing Resource** check box to specify what housing resources are expected to be used for relocation (see Figure 8-25).	
4.	Click the line 3 **Attach Document** hyperlink to provide an attachment explaining the housing resources expected to be used for relocation and reference it as Section 7, line 3.	This completes line item 3.
5.	Enter the estimated cost of counseling and advisory services in the line 4 **Per Unit Cost** text box. Also, enter the total number of units this cost will be applied to in the line 4 **No. of Units** text box.	PIC automatically displays an amount in the **Total** text box. This completes line item 4.
6.	Enter the estimated cost of moving expenses in the line 5 **Per Unit Cost $** text box. Also, enter the number of units this cost will be applied to in the line 5 **No. of Units** text box.	PIC automatically displays an amount in the line 5 and line 6 **Total** text boxes. This completes line items 5 and 6.

Figure 8-25: An example of the check box options available in Section 7, line item 3. In this example, the Section 8 option is selected.

Note: Refer to page 9-1 for more information on how to attach documents.

Step	Action/Result
7. Click the appropriate **Source of Funding** check box to identify what sources of funding will be used to pay for relocation activities.	
8. Click the line 7 **Attach Document** hyperlink to explain what sources of funding will be used to pay for relocation activities. Reference it as Section 7, line 7.	This completes line item 7.
9. Click the appropriate Line 8 option button to specify if the HA has provided residents with a general information notice, advising them of the possible affects of the proposed action.	
10. Click the line 8 **Attach Document** hyperlink to provide an attachment explaining the general information notice, advising them of the possible affects of the proposed action. Reference it as Section 7, line 8.	This completes line item 8.
11. Enter the number of days in advance of the actual relocation the HA will issue a notice of eligibility to each family being affected by the relocation.	This completes line item 9.
12. Click the **Save** button to save the information or the **Cancel** button to undo the edits.	If you click **Save**, the application is modified. This is reflected in the "Status" column of the **Application Index** page. If you click **Cancel**, the application is not changed and PIC returns to the **Application Index** page.

Section 8

Click a **Development** hyperlink under the Section 8 heading on the **Application Index** page to access the section 8 data.

This section presents the HA's resident consultation activities in detail.

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

Modifying Section 8 Information

If the application has not been submitted, HAs can edit the Section 8 information.

Follow these steps:

Step	Action/Result
1. Click the **Modify Section 8** hyperlink.	A modifiable section of the application is displayed.
2. Click the appropriate option button to specify whether or not the HA has consulted with the residents of the affected development.	
3. Click the **Attach Document** link to provide an attachment describing the consultation process and reference it as Section 8, line 1.	This completes line item 1.
4. Click the appropriate option button to specify whether or not there is a resident organization at the affected development(s) (see Figure 8-26).	
5. Click the **Attach Document** link to provide an attachment explaining consultation with the resident organization(s) at the development and reference it as Section 8, line 2.	This completes line item 2.
6. Click the appropriate option button to specify whether or not there is an HA-wide resident organization.	
7. Click the **Attach Document** link to provide an attachment explaining the consultation with the HA-wide resident organization(s) and reference it as Section 8, line 3.	This completes line item 3.

8. Click the appropriate option button to specify whether or not there were any written comments received from the residents or any of the resident organization(s).	
9. Click the **Attach Document** link to attach copies of the comments received and the HA's evaluation of the comments and responses to the residents' comments. Reference the attachment as Section 8, line 4.	This completes line item 3.
10. Click the **Save** button to save the information or the **Cancel** button to undo the edits.	If you click **Save**, the application is modified. This is reflected in the "Status" column of the **Application Index** page. If you click **Cancel**, the application is not changed and PIC returns to the **Application Index** page.

Note: Refer to page 9-1 for more information on how to attach documents.

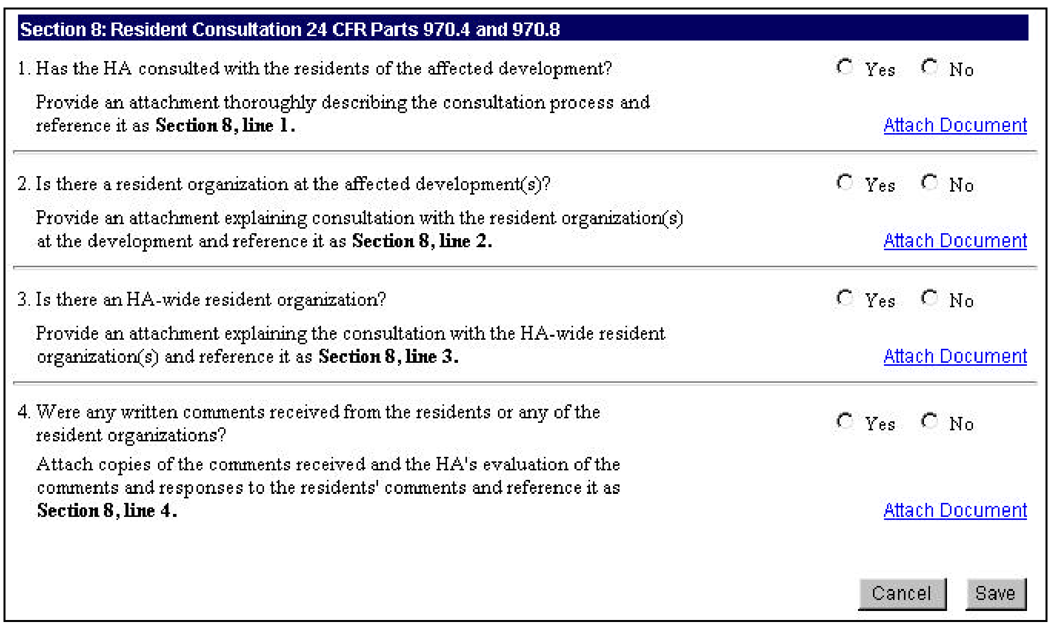
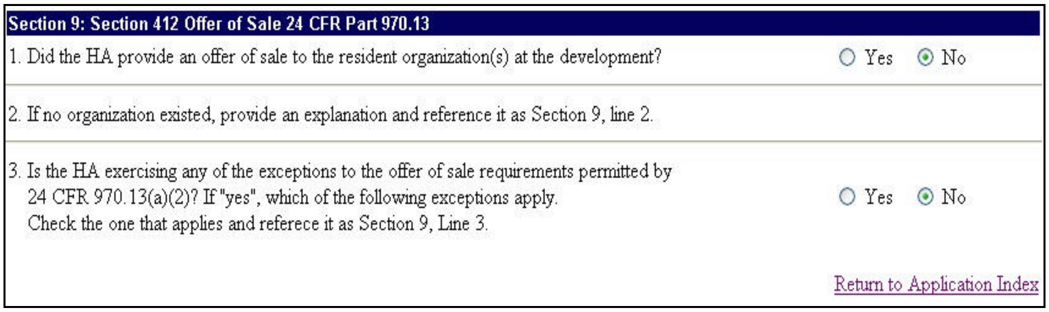


*Figure 8-26: The **Modify Section 8** page.*

Section 9

Click a **Development** hyperlink under the Section 9 heading on the **Application Index** page to access Section 9 data for the selected development.

This section (see Figure 8-27) details any offer of sale made to a resident organization relating to the units/buildings proposed for demolition/disposition.


Section 9: Section 412 Offer of Sale 24 CFR Part 970.13

1. Did the HA provide an offer of sale to the resident organization(s) at the development? ○ Yes ⦿ No

2. If no organization existed, provide an explanation and reference it as Section 9, line 2.

3. Is the HA exercising any of the exceptions to the offer of sale requirements permitted by 24 CFR 970.13(a)(2)? If "yes", which of the following exceptions apply. Check the one that applies and referece it as Section 9, Line 3. ○ Yes ⦿ No

Return to Application Index

Figure 8-27: An exam ple of the Section 9 display.

After verifying the data in this section, click the **Return to Application Index** hyperlink to return to the **Application Index** page.

Modifying Section 9 Information

If the application has not been submitted, HAs can edit the Section 9 information.

Follow these steps:

Step	Action/Result
1. Click the **Modify Section 9** hyperlink.	A modifiable section of the application is displayed (see Figure 8-28).
2. Click the appropriate option button to specify whether or not the HA provided an offer of sale to the resident organization(s) at the development	
3. Click the line 1 **Attach Document** hyperlink to provide documentation of the offer and response or certification of non-response, if the HA did provide an offer of sale. Reference the attachment as Section 9, line 1.	This completes line item 1.
4. Click the appropriate option button to specify if the HA provided the residents an opportunity to form a resident organization, if no organization existed.	

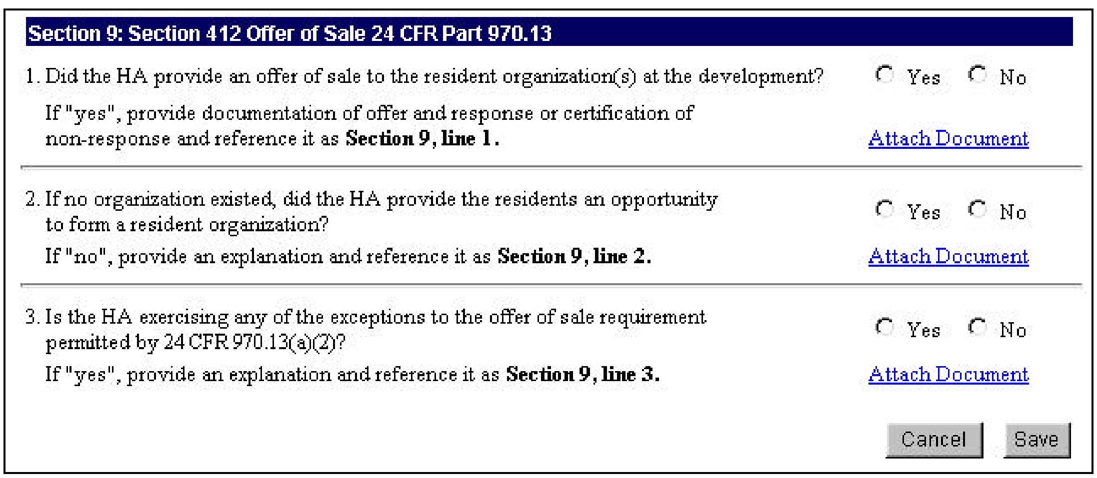


*Figure 8-28: The **Modify Section 9** page.*

Step	Action/Result
5. Click the line 2 **Attach Document** hyperlink to provide an explanation. Reference it as Section 9, line 2.	This completes line item 2.
6. Click the appropriate option button to specify if the HA is exercising any of the exceptions to the offer of sale requirement.	
7. Click the line 3 **Attach Document** hyperlink to provide an attachment justifying the use of the exception. Reference it as Section 9, line 3.	This completes line item 3.
8. Click the **Save** button to save the information or the **Cancel** button to undo the edits.	If you click **Save**, the application is modified. This is reflected in the "Status" column of the **Application Index** page. If you click **Cancel**, the application is not changed and PIC returns to the **Application Index** page.

9. The Supporting Documents Page

- Introduction
- What is Demo/Dispo Submodule?
- Logging On to PIC
- Navigating to the Demo/Dispo Submodule
- The Application Tab
- The Application List Page
- The Form HUD-52860 (Application Index) Page
- Verifying or Modifying Application Sections
- You Are here — The Supporting Documents Page
- The Applications Submission Page
- The Remove from Inventory Tab
- The Reports Tab

You can access the **Supporting Documents** page by click an **Attach Document** hyperlink in one of the pages within the Application section.

This page enables you to upload files to attach to an application. You can attach only the following files:

- Bitmap
- Text
- Rich Text
- Microsoft® Excel
- Microsoft® Word
- Microsoft® Project
- Microsoft® PowerPoint

Follow these steps to upload an attachment:

Step	Action/Result
1. Click a specific **Attach Document** hyperlink within an Application section.	PIC automatically displays the **Supporting Documents** page for that particular section.
2. Select the appropriate type from the **Attachment Type** dialog box.	
3. Select the appropriate development from the **Select Development** dialog box.	
4. Enter a description for the attachment in the **Enter Description** text box. **Note:** The description cannot be more than 255 characters long.	
5. Click the **Browse** button.	The File Upload window is displayed.
6. Select the appropriate file and click the **Open** button. **Note:** A file name can not be more than 50 characters.	
7. Click the **Attach** button.	The selected file is attached to the application.

10. The Application Submission Page

Introduction
What is Demo/Dispo Submodule?
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Navigating to the Demo/Dispo Submodule
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The Application List Page
The Form HUD-52860 (Application Index) Page
Verifying or Modifying Application Sections
The Supporting Documents Page
You Are here
The Applications Submission Page
The Remove from Inventory Tab
The Reports Tab

Click the Submission subtab to access the **Submission** page.

This page enables you to view summary information for each of the developments in the **Demo/Dispo Submodule**. It also enables you to submit an application to the SAC.

Follow these steps to submit an application:

Step	Action/Result
1. Access the **Application Submission** page.	PIC displays a summary of Demo/Dispo information.
2. Review the Summary of Demolition and/or Disposition Activity information (see Figure 10-1).	
3. Click the **View Quality Checklist** hyperlink to see what information is missing.	PIC displays the **Quality Checklist** page. If items appear in the list, they must be completed before the application can be submitted. See page 10-4 for more information.
4. Click the **PHA Certification** hyperlink.	The Special Applications Center (SAC) website is displayed.
5. Click the **Requirement for a New PHA Certification** hyperlink.	The PHA Certification will be accessed in Acrobat Reader format.
6. Print and complete the PHA Certificate.	In order to complete the certification, the certificate must be either mailed or faxed to SAC (see page 10-3 for mailing and faxing information).

Development	0-Bdrm Units	1-Bdrm Units	2-Bdrm Units	3-Bdrm Units	4 & 4+ Units	Total Units	Resid. Building Entrance	Non-Resid. Bldg.	Total Bldgs.	Acres Disposed
IL001001 SAMUEL GOMPERS HOMES	0	0	1	0	0	1	1	1	2	130.00
Totals:	**0**	**0**	**1**	**0**	**0**	**1**	**1**	**1**	**2**	**130**

Application Submission

*Figure 10-1: The Summary of Demolition and/or Disposition Activity information on the **Submission** page.*

Step	Action/Result
7. Return to the **Application Submission** page.	
8. Read the Submission Certification Statement (see Figure 10-2).	
9. Click the **Submit** button.	The application is submitted for SAC approval. Its status is changed to "submitted" on the **Application List** page (see Figure 10-3). **Note:** Upon the submission of an application, HAs will not be able to modify the application. Only the processor has edit access for submitted applications.

As it relates to this application for demolition/disposition, I certify to the following:

- That all information contained in the application is true as of the date of this application;
- That the proposed demolition or disposition is specifically authorized in the PHA plan; and the actions contemplated in the PHA Plan comply with Section 531 which amends Section 18 of the United States Housing Act of 1937.
- That this Agency will carry out its plan in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.SC. 794), and Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and also certifies that it will affirmatively further fair housing.
- That this Agency will notify each family residing in the development of the proposed demolition or disposition 90 days prior to the displacement date, except in cases of imminent threat to health and safety;
- that the development or portion of the development will be demolished or disposed of;
- each family displaced by such action will be provided comparable housing that meets HQS and that is located in an area that is generally not less desirable than the location of the displaced person's housing;
- such assistance may include:

  (a) actual relocation into tenant based housing

  (b) project based assistance, or

  (c) other PHA properties;

  payment of actual and reasonable moving costs;

  will provide any necessary counseling; and
- will not commence demolition or complete disposition until all residents residing in the building are relocated.

Submit

Figure 10-2: The Submission Certification Statement.

Application Number ▲	Received Date ▼	Application Type ▲	Processor ▲	Status ▲	Status Date ▼
DDA0000105	09/07/2001	Demolition	SAC-Chicago	HQ Approved	02/18/2003
DDA0000144	08/21/2002	Demolition/Disposition	SAC-Chicago	Submitted	02/28/2003
DDA0000342	09/04/2003	Demolition	SAC-Chicago	Submitted	09/05/2003
DDA0000390	11/14/2003	Disposition	SAC-Chicago	Submitted	11/19/2003
DDA0000601	03/03/2004	Demolition/Disposition	SAC-Chicago	Submitted	03/02/2004

*Figure 10-3: The **Application List** page. Note that the status reads "submitted" for several applications.*

SAC Mailing Information

Mail to:

Special Applications Center
US Department of Housing and Urban Development
77 West Jackson Boulevard, Room 2401
Chicago, IL 60604-3507

Fax to:

(312) 886-6413

The Quality Checklist Page

Click the **View Quality Checklist** hyperlink on the **Submission** page to access the **Quality Checklist** page (see Figure 10-4).

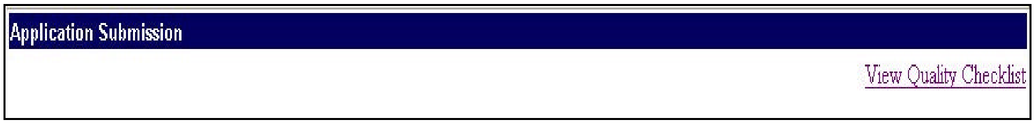


*Figure 10-4: The **View Quality Checklist** hyperlink on the **Submission** page.*

This page displays a list of all the missing fields for the required sections based on the application type of the selected application.

Follow these steps to use the Quality Checklist:

Step	Action/Result
1. Access the **Quality Checklist** page.	PIC displays the Quality Checklist for the first development listed in the application.
2. Select the appropriate Development Number from the **Development Number** dialog box.	PIC displays a list of **Line Item** hyperlinks to the incomplete line items for the selected development's application.
3. Click a specific **Line Item** hyperlink in the table (see Figure 10-5).	PIC displays the incomplete line item.
4. Complete the suggested section.	When you return to the checklist, the hyperlink to the line item will no longer appear.

Line Item	Application/Development
Section 3: Environmental Review - Review initiation date	Application
Section 3: Environmental Review - Review responsible entity name	Application
Section 3: Local Government Consultation - Letter of acknowledgement from Local Government Official Date	Application
Section5 Line3: Non Residential inventory - Calender year	Development
Section6 Line5: Occupancy Information - Vacant more 12 month unit count	Development

*Figure 10-5: An example of the **Line Item** hyperlinks presented on the **Quality Checklist** page.*

11. The Remove from Inventory Tab

Introduction
What is Demo/Dispo Submodule?
Logging On to PIC
Navigating to the Demo/Dispo Submodule
The Application Tab
The Application List Page
The Form HUD-52860 (Application Index) Page
Verifying or Modifying Application Sections
The Supporting Documents Page
The Applications Submission Page
You Are here — The Remove from Inventory Tab
The Reports Tab

Through the Removal from Inventory process, PIC removes buildings and units already approved for removal.

Figure 11-1: The Remove from Inventory tab.

The Remove from Inventory Tab (see Figure 11-1) in the **Demo/Dispo Submodule** enables you to perform the entire process. The tab contains the following pages (see Figure 11-2):

- The **Task List** page
- The **Unit** Transaction page
- The **Submission** page: For HA use only.
- The **Review** page: For **HA executive director** use only.
- The **Approval** page: For field office use only.

Figure 11-2: The subtabs available under the Remove from Inventory tab.

Note: Access to these pages, and the functions they contain, depends on your security access role. If you cannot access the pages in this tab, or use the features contained in them, contact your **HA executive director**.

Removal from Inventory Process

After SAC approves an application, there is a submission and approval process used to remove units from the PIC inventory. This process involves the creation, submission, and approval of transactions.

Transactions signify the status of the action applied for in a Demo/Dispo application. The submission of a transaction signifies the action has occurred. The approval of a transaction signifies that the buildings/units involved in a particular application have been removed from the PIC inventory.

When you create a transaction, the status is "Draft." This status signifies that the HA has just created a draft version of the transaction. It is not ready to be submitted to the **HA executive director**.

When the transaction is ready to be performed, the HA submits the information to the **HA executive director**. The status becomes "Submitted for Review" (see page 11-12 for more information).

It is then the **HA executive director's** decision whether to reject the transaction or submit it to the field office for approval. If the **HA executive director** rejects the transaction, it receives a "Rejected" status. If approved, the transaction receives a "Submitted for Approval" status (see page 11-13) for more information).

The field office may approve or reject the transaction. If the field office rejects the transaction, the status becomes "Rejected." In this situation, the HA has the capability to change the information in the transaction (see page 11-15 for more information).

After a change has been made and saved, the status of the rejected transaction is reset to "Draft."

If the field office approves the transaction, the status becomes "Removed from Inventory." The units listed in the transaction are no longer able to be included in another transaction.

The Development List (Task List) Page

Click the Remove from Inventory tab to access the **Task List** page.

This page presents every development included in an application. It also presents the distribution of units approved in an application process, and those waiting to undergo the Removal from Inventory process.

The Development List (see Figure 11-3) contains the following categories for each development included in a Demo/Dispo application:

- Development Number: Entries in this column are hyperlinked. Click a hyperlink to see a list of transactions for the selected development.
- Development Name
- Total Approved Units: The total number of units approved in the application process for the development listed.
- Total Removed Units: The total number of units that completed the Removal from Inventory process and are no longer visible in the **Development Submodule**.
- Total Remaining Units: the remaining units that have been approved in an application process but have yet to undergo the Remove from Inventory Process.

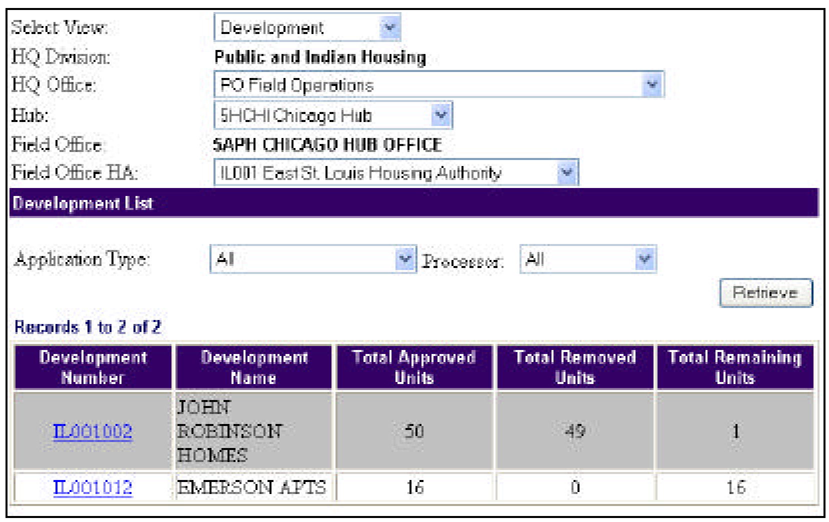


Figure 11-3: An example of the ***Task List*** *page.*

Follow these steps to select a development to review:

Step	Action/Result
1. Click the application type in the **Application Type** dialog box. The application type signifies the action that the building or unit has been approved to undergo. PIC displays the following choices: • All (default) • DeMinimis • Demolition • Demolition & Disposition • Disposition • Eminent Domain • Homeownership • HOPE VI Revitalization • Mandatory Conversion • Section 32 • Section 5(h)	The Development List refreshes to display only the developments included in the selected application type. **Note:** If no application type is selected, PIC displays all applications for the HA.
2. Click the desired development number hyperlink (see Figure 11-4).	PIC displays a list of all transactions for the selected development in the **Unit Transaction** page.

Records 1 to 1 of 1

Development Number	Development Name	Total Approved Units	Total Removed Units	Total Remaining Units
IL003003	HARRISON HOMES NORTH	154	0	154

*Figure 11-4: The **Development Number** hyperlinks on the **Task List** page.*

Unit Transaction Page

The **Unit Transaction** page enables you to view all of the transactions for a development.

It also provides the **Add Transaction** hyperlink to users with the proper security access role. The **Add Transaction** page enables you to remove particular units cited in an approved application from the PIC database (see page 11-8 for more information).

Information Presented on the Unit Transaction Page

Transactions are divided into two separate groups:

- Proposed Transactions
- Actual Transactions

On the **Unit Transaction** page, the Unit Summary table (see Figure 11-5) contains both types. The proposed transactions are highlighted in gray. They represent an approved action that has not yet occurred.

Unit Transaction Summary

Status: All | Add Tra

Application Number	Transaction Type	Status	Transaction Date	Action/ Closing Date	Residential (Bedroom(s)) 0	1	2	3	4+	Total Resi.	Total Non Resi. Acres
DDA0000105	Proposed Demolition				0	10	16	20	4	50	3.26369884329811E-319
DDA0000105	Actual Demolition	Removed from Inventory	01/22/2004	01/22/2004	0	10	15	19	4	48	3.26369884329811E-319
DDA0000105	Actual Demolition	Removed from Inventory	01/22/2004	01/21/2004	0	0	1	0	0	1	3.26369884329811E-319

Figure 11-5: The transaction table on the ***Unit Transaction*** *page.*

Actual transactions are listed with white backgrounds. These types of transactions represent approved actions that have already been performed.

Each summary record presented on the **Unit Transaction** page will detail the different transactions associated with the approved application.

Note: You can review **HA executive director** or field office comments by clicking on the **Rejected** hyperlink (see Figure 11-6).

DDA0000105	Actual Demolition	Rejected*	02/03/2004	01/31/2003	0	10	16	20	4	50	3.26369884329811E-319

* The user can view comments by clicking on the 'Rejected' link.

Figure 11-6: The transaction table containing a rejected transaction.

A Unit Transaction Summary table record includes the following information:

- Application Number
- Transaction Type
  - Actual Transactions
  - Proposed Transactions
- Status (Actual Transactions Only)
  - Draft
  - Submitted for Review
  - Submitted for Approval
  - Removed from Inventory
- Transaction Date (Actual Transactions Only)
- Action/Closing Date (Actual Transactions Only)
- Number of 0-Bedroom Units Included in the Application
- Number of 1-Bedroom Units Included in the Application
- Number of 2-Bedroom Units Included in the Application
- Number of 3-Bedroom Units Included in the Application
- Number of 4+-Bedroom Units Included in the Application
- Total Resi: The total Number of Units Included in the Application
- Total Non Resi. Acres: The total Number of Non Residential Acres Included in the Application

If a record is an actual transaction, its entry in the Transaction Type column will be hyperlinked. Click the hyperlink to view existing transaction information for the selected record.

The **Status** filter can help you limit the records displayed in the Unit Transaction Summary table. Follow these steps to use the filter:

Step	Action/Result
1. Click the **Status** dialog box.	PIC displays a list of options (see Figure 11-7).
2. Select the desired status.	The page refreshes to display only the transactions in the selected status. **Note:** The default display shows all statuses.

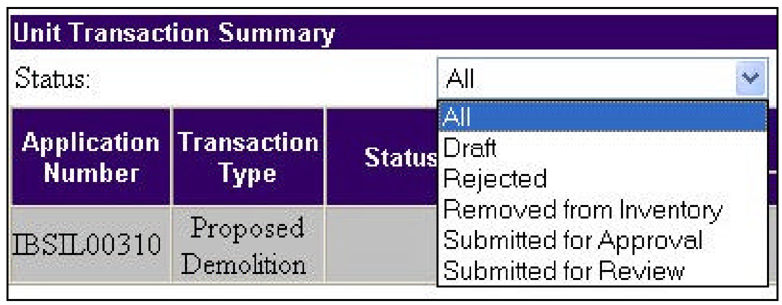


*Figure 11-7: The **Status** filter options on the **Unit Transaction** page.*

The Add Transaction Page

Click the **Add Transaction** hyperlink on the **Unit Transaction** page to access the **Add Transaction** page (see Figure 11-8).

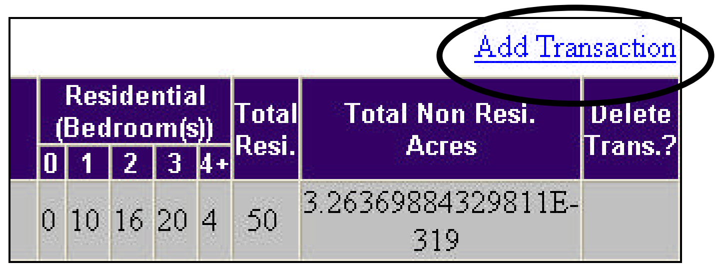


*Figure 11-8: The **Add Transaction** hyperlink.*

From this page, you can associate a proposed transaction to an actual transaction. By performing this action, the **Development Submodule** can be updated to display the most current unit information.

Note: An actual transaction should only be created after the building has officially undergone the action specified in the application. For example, if a Demolition application has been approved, you will only create an actual transaction after the building has actually been demolished. For actual transactions, the database needs to be updated to accommodate this change in information.

Adding Building Transactions

Follow these steps to add a transaction for a building:

Step	Action/Result
1. Access the **Add Transaction** page.	A page with several dialog boxes and text boxes is displayed.
2. Enter the action date signifying when the action has taken place in the **Action/Closing Date** text box. Use the MM/DD/YYYY format.	**Note:** It is important to understand that the action is what was specified in the approved application.
3. Select the desired building(s) in the **Complete Buildings Available** dialog box (see Figure 11-9). **Note:** Only vacant buildings can be removed from inventory.	See Appendix B for instructions on how to move multiple buildings from the **Complete Buildings Available** dialog box to the **Proposed Buildings** dialog box.
4. Click the **Greater Than Arrow** button (>) to move the building(s) to the **Proposed Buildings** dialog box.	This populates the **Propose Buildings** dialog box with your selections.
5. Select the transaction type approved in the application using the **Transaction Type** dialog box.	
6. Enter the Non Residential Actual Acreage amount that is set to undergo the action using the text box provided.	
7. Click the **Save** button to save the information, or click **Cancel** to undo the entry.	If you click **Save**, PIC identifies the building(s) as "proposed for removal from the PIC inventory." The transaction is updated and posted to the **Unit Transaction** page. If you click **Cancel**, PIC returns to the previous **Unit Transaction** page.

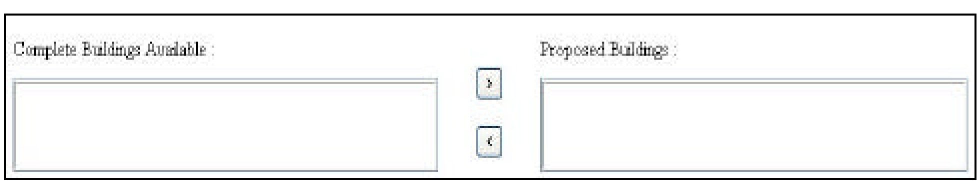


*Figure 11-9: The **Complete Buildings Available** and the **Proposed Buildings** dialog boxes.*

Adding Unit Transactions

Follow these steps to add a unit transaction:

Step	Action/Result
1. Enter the action date signifying when the action has taken place in the **Action/Closing Date** text box. Use the MM/DD/YYYY format.	**Note:** It is important to understand that the action is what was specified in the approved application.
2. Select the desired building(s) in the **Complete Buildings Available** dialog box.	
3. Click the **Greater Than Arrow** button (>) to move the building(s) to the **Proposed Buildings** dialog box.	This populates the **Propose Buildings** dialog box with your selections.
4. Select the proper building using the **Select building number** dialog box Figure 11-10).	

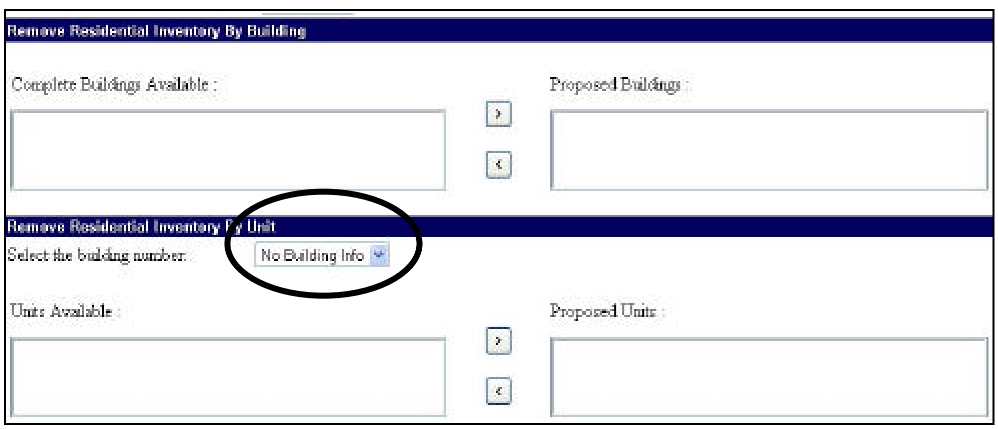


*Figure 11-10: The **Select the building number** dialog box on the **Add Transaction** page.*

Step	Action/Result
5. Select the desired unit(s) in the **Units Available** dialog box. Even if it is included in the application, only a vacant unit can be removed from inventory.	See Appendix B for instructions on how to move multiple units from the **Units Available** dialog box to the **Proposed Units** dialog box.
6. Click the **Greater Than Arrow** button (>) to move the unit(s) to the **Proposed Units** dialog box.	This populates the **Propose Units** dialog box with your selections.
7. Select the transaction type approved in the application using the **Transaction Type** dialog box.	
8. Enter the Non Residential Actual Acreage amount that is set to undergo the action using the text box provided.	
9. Click the **Save** button to save the information, or click **Cancel** to undo the entry.	If you click **Save**, PIC identifies the unit(s) as "proposed for removal from the PIC inventory." The transaction is updated and posted to the **Transaction Summary** page. If you click **Cancel**, PIC returns to the previous **Transaction Summary** page.

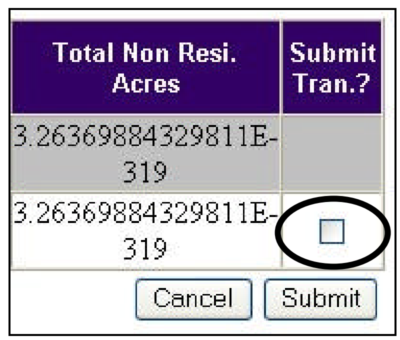
The Submission Page

Click the Submission subtab under the Remove from Inventory tab to access the **Submission** page.

From this page, HAs can submit transactions to the **HA executive director**.

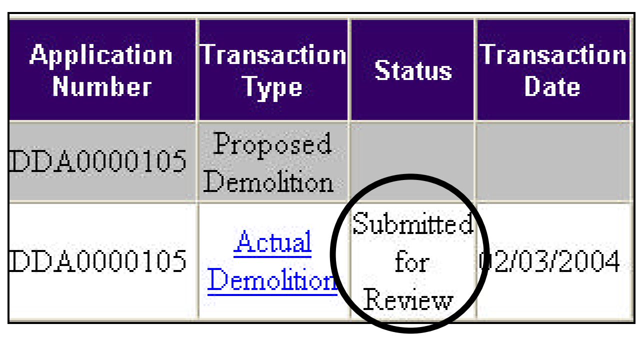
Follow these steps to submit the transaction for **HA executive director** review:

Step	Action/Result
1. Select the transaction(s) to submit by checking the **Submit Transaction?** check box(es) (see Figure 11-11).	
2. Click the **Submit** button to submit the transaction to the **HA executive director**.	After the transaction is submitted, the status of the transaction becomes "Submitted for Review" (see Figure 11-12) on the **Unit Transaction** page. The transaction becomes non-editable to the HA.



Total Non Resi. Acres	Submit Tran.?
3.26369884329811E-319	
3.26369884329811E-319	☐

*Figure 11-11: The **Submit Transaction?** check box.*



Application Number	Transaction Type	Status	Transaction Date
DDA0000105	Proposed Demolition		
DDA0000105	Actual Demolition	Submitted for Review	02/03/2004

Figure 11-12: A transaction table entry noting that the transaction is in the "Submitted for Review" status.

The Review Page

Click the Review subtab under the Remove from Inventory tab to access the **Review** page.

From this page, the **HA executive director** can submit a transaction to the field office or send the transaction back to the HA for editing.

Follow these steps to submit a transaction for field office review:

Step	Action/Result
1. Click the **Accept/Reject** dialog box for the desired transaction.	PIC displays two options (see Figure 11-13): Approve or Reject.
2. Select the “Approve” option.	
3. Click the **Submit** button to submit the transaction to the filed office.	The transaction receives a status of “Submitted for Approval” on the **Unit Transaction** page. It becomes non-editable to the HA and the **HA executive director**.

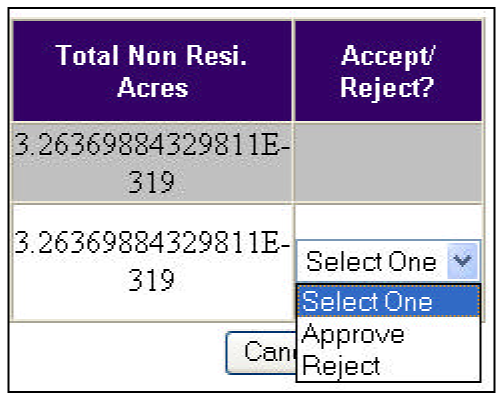


*Figure 11-13: The **Accept/Reject** dialog box.*

Follow these steps to reject a submission and send the transaction back to the HA for editing:

Step	Action/Result
1. Click the **Accept/Reject** dialog box for the desired transaction.	PIC displays two options: Approve or Reject.
2. Select the "Reject" option.	
3. Click the **Submit** button.	The transaction receives "Rejected" status on the **Unit Transaction** page. The HA regains the ability to edit the transaction. After the HA makes a change, the transaction regains "Draft" status.

The Approval Page

Click the Approval subtab under the Remove from Inventory tab to access the **Approval** page.

This page enables field office personnel to approve or reject a transaction.

Follow these steps to approve a transaction:

Step	Action/Result
1. Click the Accept/Reject dialog box for the desired transaction.	PIC displays two options (see Figure 11-14): Approve or Reject.
2. Select the “Approve” option.	
3. Click the **Submit** button to submit the transaction to the filed office.	The transaction receives a status of “Removed from Inventory” on the **Unit Transaction** page. The units and building specified in the transaction are removed from PIC and no longer visible in the **Development Submodule** .

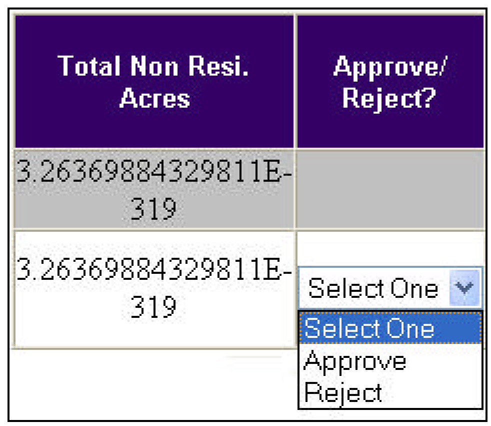


*Figure 11-14: The **Accept/Reject** dialog box.*

Follow these steps to reject a submission and send the transaction back to the HA for editing:

Step	Action/Result
1. Click the **Accept/Reject** dialog box for the desired transaction.	PIC displays two options: Approve or Reject.
2. Select the "Reject" option.	
3. Click the **Submit** button.	The transaction receives "Rejected" status on the **Unit Transaction** page. The HA regains the ability to edit the transaction. After the HA makes a change, the transaction regains "Draft" status.

12. The Reports Tab

Introduction

What is Demo/Dispo Submodule?

Logging On to PIC

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The Application Tab

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The Form HUD-52860 (Application Index) Page

Verifying or Modifying Application Sections

The Supporting Documents Page

The Applications Submission Page

The Remove from Inventory Tab

You Are here

The Reports Tab

Click the Reports tab to access the **Reports** page (see Figure 12-1).

*Figure 12-1: The **Reports** page.*

This page enables you to create a report detailing the number of approved units for a demo/dispo action and the number of actual units that have undergone the demo/dispo action in a given fiscal year. Currently, the report can only be generated on a national scale.

Note: Availability of the **Reports** page is determined by security access role. If you would like access to the page, contact your **HA executive director**.

Generating a Report

Follow these steps to generate a report:

Step	Action/Result
1. Access the **Reports** page.	
2. Select "National" using the **Report Type** dialog box.	PIC displays two more dialog boxes: **Application Type** and **Federal Fiscal Year**.
3. Select the type of application to display in the report using the **Application Type** dialog box (see Figure 12-2).	
4. Select the year to include in the report using the **Federal Fiscal Year** dialog box. PIC offers the following choices: • All (default): Every year there is data for the selected action. • 2004 • 2003 • 2002 • 2001 • 2000	
5. Click the **Generate Report** button.	PIC opens a new window containing the report.

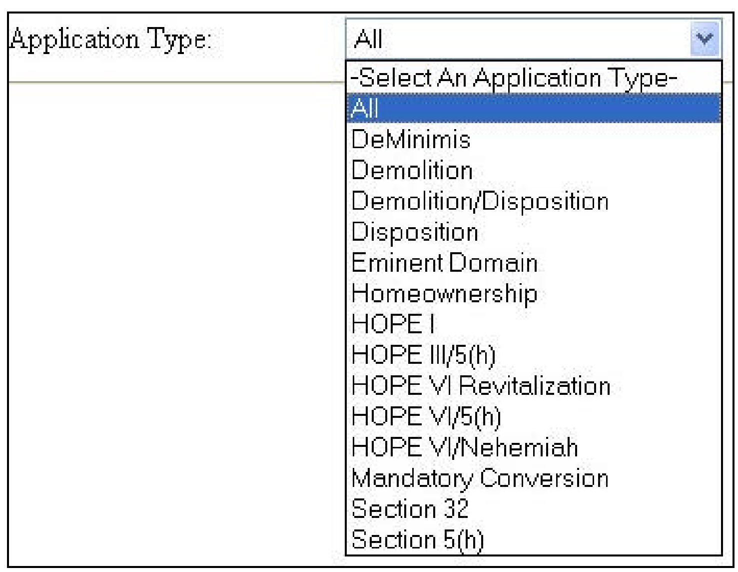

*Figure 12-2: The **Application Type** dialog box options.*

Information Presented in the Report

The report consists of one table containing the following information (see Figure 12-3 for an example):

- Fiscal Year
- Approved Units
- Actual Units
- Percentage Complete

The totals for each category are presented in the bottom row of the table.

Application Type: All

Fiscal Year	Approved Units	Actual Units	Percentage complete
2004	4,372	219	
2003	6,183	1,075	
2002	9,847	7,308	
2001	24,704	16,495	
2000	15,854	13,965	
1999	17,038	15,557	
1998	15,499	12,045	
1997	21,903	13,181	
1996	22,973	6,291	
1995	15,345	3,620	
1994	3,247	307	
1993	1,873	819	
1992	300	18	
1991	144	0	
Totals:	**159,282**	**90,900**	**57.07 %**

Figure 12-3: An example of a report.

In addition, the application type selected on the previous page is listed above the table.

Note: Unless you select to display a specific fiscal year, PIC displays data for all fiscal years pertaining to the selected action. The years included in the report vary depending on the action selected.

The report contains two options for further use of this data (see Figure 12-4). The following options are displayed as icons on the upper right side of the report:

- Download in Excel: The report downloads into an Excel spreadsheet for further data manipulation.
- Print Page: The report prints as a Web page.

Figure 12-4: The options available for further use of a report.